BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 33-117

16 JUNE 2003

Communications and Information

MULTIMEDIA (MM) MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Policy Directive (AFPD) 33-1, *Command, Control, Communications, and Computer (C4) Systems*; Department of Defense Directive (DoDD) 5040.2, *Multimedia (MM)*, December 7, 1987; with Changes 1 and 2; DoDD 5040.4, *Joint Combat Camera (COMCAM) Program,* August 13, 2002; and DoDD 5040.5, *Alteration of Official DoD Imagery*, August 29, 1995 and DoDD 5100.73, *Major Department of Defense Headquarters Activities*, May 13, 1999, with Change 1. It identifies and describes Air Force MM resources and functions, and tells how to manage and operate Air Force MM activities at all levels. Address technical questions on this instruction to Headquarters United States Air Force (HQ USAF/ILCOO), 1030 Air Force Pentagon, Washington DC 20330-1030. Major commands (MAJCOM), Headquarters Air Force Reserve Command (HQ AFRC), Air National Guard (ANG), field operating agencies (FOA), and direct reporting units (DRU) send one copy of their supplement to Headquarters Air Force Communications Agency (HQ AFCA/ITXD), 203 W. Losey Street, Room 1100, Scott AFB IL 62225-5222. Refer suggested changes and conflicts between this and other publications on AF Form 847, **Recommendation for Change of Publication,** to HQ AFCA/ITXD. Violations of the prohibitions of paragraph **1.10.1.** by military members constitute a violation of Article 92, Uniform Code of Military Justice (UCMJ), and may result in punishment under the UCMJ. Violations of paragraph **1.10.1.** by civilian personnel may result in administrative or other disciplinary action under applicable civilian personnel regulations or instructions. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule*. The *Paperwork Reduction Act of 1995*, and Air Force Instruction (AFI) 33-360, Volume 2, *Forms Management Program*, affect this publication. Refer to **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This publication changes the term visual information (VI) to multimedia (MM) throughout the document to identify the process for converting raw visual data into meaningful information. The change also updates how media professionals use computers and software in the creative and artistic process of producing visual products. This change is particularly conspicuous in **Chapter 2**, **Chapter 3**, and **Chapter 4**.

Chapter 1

MULTIMEDIA RESOURCES AND FUNCTIONS

1.1. General . The term multimedia (MM), in a general sense, identifies a community of media professionals who create, develop, record, assemble, and enhance visual data into meaningful information. MM deals with information in the form of visual representations of persons, places, and/or things. It includes film and digital still photography, motion photography, audio, analog and digital video recordings, computer based products, and graphics. MM excludes alphabetic, symbolic, or coded data. MM Production is the process of structuring data from two or more mediums into a cohesive linear or non-linear format or product according to a plan or a script. Distribute MM product on any format (videotape, compact disk-read only memory [CD-ROM], digital video disk [DVD], or internet) or optically projected/displayed via electronic, film, or paper format. Make multimedia productions accessible to individuals with disabilities in accordance with Section 508 of the Rehabilitation Act of 1973 as amended by Public Law 106-246, July 13, 2000.

1.2. Headquarters United States Air Force (HQ USAF/ILCOO) .

1.2.1. Manages the Air Force Multimedia Program.

1.2.2. Sets policy and procedures for MM activities and programs.

1.2.3. Plans the development and use of MM resources to ensure effective support of Air Force mission objectives.

1.2.4. Serves as the single Air Staff point of contact for MM systems and support to the Air Force, DoD, and other government agencies.

1.2.5. Monitors the Air Force MM planning, programming, and budgeting functions.

1.2.6. Approves requests for new MM facilities or requests to add MM functions.

1.3. Headquarters Air Force Communications Agency (HQ AFCA/GCOM) .

1.3.1. Video Teleconferencing (VTC).

1.3.1.1. Serves as the Air Force lead for VTC systems and architecture.

1.3.1.2. Provides policy and oversight for procuring and using Air Force VTC systems.

1.3.1.3. Provides MAJCOMs and other customers with architectural, engineering and technical support.

1.3.1.4. Serves as the Air Force point-of-contact for MM standards and interoperability.

1.3.1.5. Maintains the Air Force VTC database and directory.

1.3.1.6. Performs studies and analyses.

1.3.2. Video Production.

1.3.2.1. As the Air Force lead, manages the Air Force video/MM production program.

1.3.2.2. Serves as the Air Force focal point for obtaining video/MM production support.

1.3.2.3. Serves as the Air Force single manager/editor for the Defense Automated Visual Information System (DAVIS).

1.3.3. Manages the Multimedia Activities Program.

1.3.3.1. Maintains a database of currently authorized Multimedia activities.

1.3.3.2. Updates the database as revisions occur upon approval by HQ USAF/ILCOO.

1.3.3.3. Performs a revalidation of assigned Defense Visual Information Activity Numbers (DVIAN) as required, but not later than every 5 years.

1.3.4. USAF Multimedia Home Page Manager.

1.3.4.1. Maintains web pages as directed by HQ USAF/ILCOO.

1.3.5. Multimedia Information Management System (MIMS) Manager.

1.3.5.1. As the Air Force lead, performs program management responsibilities for the MIMS, a hardware/software tool for managing Base Multimedia Centers and Air Force Production Centers.

1.3.6. HQ USAF/ILCOO Representative.

1.3.6.1. Represents HQ USAF/ILCOO at meetings, working groups, seminars, etc., pertaining to MM issues.

1.3.7. Perfoms studies and analyses to include MM product evaluations, network and system configuration management, and technology enhancement insertion.

1.3.8. Air Force Multimedia Domain Architecture.

1.3.8.1. Responsible for developing the Air Force Multimedia Domain Architecture. This architecture is included in the Infostructure Technology Reference Model (i-TRM) as the Air Force Multimedia Domain Platform Profile (maintained and published by HQ AFCA/ITL).

1.3.8.2. Identifies the applicable international and industry product standards for use by MM facilities.

1.3.8.3. Submits i-TRM Change Requests to the Executive Secretariat of the Infostructure Architecture Council for incorporation into the i-TRM.

1.4. Air Components (USAF MAJCOM elements that transfer to a Joint Command for Operational Control) are responsible for :

1.4.1. Establishing requirements for COMCAM and MM support.

1.4.2. All air component COMCAM and MM activities in their areas of responsibility.

1.4.3. Coordinating with MAJCOM multimedia managers (Headquarters Air Mobility Command [HQ AMC] as lead) to plan MM documentation of war and contingencies.

1.5. Major Commands . Each MAJCOM, FOA, and DRU to include ANG and AFRC, designates a single office to manage MM activities within their communications and information staff. The MAJCOM multimedia management office must have experienced MM personnel from Air Force specialty codes (AFSC) 33SX, 3V0XX career fields, or civilian personnel in career field GS 1000 series with skill code "VSA". The MAJCOM multimedia management office:

1.5.1. Establishes, publishes, and enforces command MM policies.

1.5.2. Coordinates on program objective memorandum initiatives for new weapons systems, mission changes, communications and information systems and equipment, basing actions, etc., to identify MM needs.

1.5.3. Establishes programming and funding actions needed to maintain, upgrade, and enhance command MM capabilities to support mission needs.

1.5.4. Identifies and accounts for all MM resources.

1.5.5. Assists command inspection staff with command MM activities and provides inspection criteria that are adequate, current, and consistent with Air Force guidance.

1.5.6. Provides professional graphics, photographic, and video expertise to each installation within their command.

1.5.7. Coordinates on all Air Force MM contingency/Aerospace Expeditionary Forces (AEF) planning requirements, including unit type code (UTC) availability and resources.

1.5.8. Coordinates requests for new MM facilities or requests to add MM functions. Coordinates on the MM facility review every 5 years.

1.5.9. Provides, trains, and equips MM forces; excluding ANG.

1.5.10. HQ AMC, HQ AETC, HQ AFRC, Headquarters Air Force Space Command (HQ AFSPC), and the ANG provide COMCAM tasked UTCs in response to commander-in-chief requirements for imagery acquisition and management according to DoDI 5040.4.

1.5.11. Headquarters Air Combat Command (HQ ACC) is the lead for the manpower and equipment force packaging (MEFPAK) responsibilities for Combat Air Forces Base Multimedia Center (BMC) UTCs. MAJCOMs tasking these UTCs are responsible for acquiring manpower and equipment.

1.5.12. HQ AMC is MEFPAK lead for COMCAM UTCs.

1.5.13. HQ AMC serves as liaison to initiate support and coordinate requirements with MAJCOMs or Unified Commands using or providing COMCAM UTCs.

1.5.14. HQ AMC, HQ AETC, and HQ AFRC maintain deployable theater-level capability for Weapons System Video (WSV) requirements with the mission to manage WSV above the aviation wing-level, according to AFI 33-132, *Weapons System Video Program*. WSV support includes gathering, editing, copying and distributing of gun and bomb damage assessment, collateral intelligence, training, historical, public, and other needs.

1.5.15. HQ ACC, United States Air Force-Europe (USAFE), Headquarters Air Force Special Operations Command (HQ AFSOC), Headquarters Pacific Air Force, HQ AFRC, and ANG maintain the ability to support WSV for combat aviation units. Generally, this support includes the ability to train and deploy with the supported flying unit or wing headquarters element. When deployed these capabilities should be assigned to the intelligence activity.

1.6. Base Multimedia Manager (BMM) .

1.6.1. The BMM function is inherently governmental. Therefore each Base Communications and Information Systems Officer names a BMM from AFSC 33SX, (functionally qualified) GS-1000 series, or 3V0XX career field. All BMMs must attend the DoD Visual Information Management

Course, Defense Information School, Ft Meade MD. The BMM may perform quality assurance evaluator (QAE) responsibilities as an additional duty so long as the workload permits. The BMM is the Base Commander's primary functional expert for MM products and services. The incumbent serves as the liaison between the Base Commander and clients in developing and delivering cost effective products and services.

1.6.2. Roles and responsibilities of the BMM:

1.6.2.1. Sets clearly defined local policy and management controls for MM activities, products, and processes on the installation.

1.6.2.1.1. Serves as the 3V functional manager for all 3V positions assigned to the base.

1.6.2.2. Ensures MM products, services, and resources are used effectively and efficiently in the course of completing official work.

1.6.2.3. Manages all MM activities, resources, and equipment on the base, except for those specifically exempted by this instruction.

1.6.2.4. Coordinates MM equipment requests to include all AF Form 3215, **Information Technology/National Security System (IT/NSS) Requirements Document,** from base and tenant non-MM activities when required by Allowance Standard (AS) 629, *Multimedia Support*, (see DoD 7000.14-R, Volume 5, *Disbursing Policies and Procedures, December 2001*).

1.6.2.5. Coordinates on all video/MM production requirements originating on their base and assists customers with creating and completing the DD Form 1995, **Visual Information (VI) Production Request and Report** (see **Attachment 2** for procedures).

1.6.2.6. Approves local productions (see **Chapter 4**).

1.6.2.7. Ensures the MIMS is installed and used at the base multimedia centers. MIMS supports workload management records for MM products and services, work order management system, activity based costing, and other functions unique to MM support. Using MIMS is mandatory at all base-level MM facilities including those facilities that are contractor operated. Other 3V activities are strongly encouraged to use MIMS to standardize resource management.

1.6.2.8. Coordinates on and approves Host-Tenant Support Agreements (HTSA) that require MM support to make sure they correctly identify MM products and services needs.

1.6.2.9. Sets and monitors reimbursable account procedures for supplies expended in support of all tenants on and off base.

1.6.2.10. Establishes and maintains product quality standards.

1.6.2.11. Categorizes and publishes a list of services and expected turnaround times.

1.6.2.12. Sets and publishes a priority system that considers urgency, mission impact, agencies supported, task complexity, and resources available.

1.6.2.13. Reviews and recommends approval/disapproval of purchase requests for MM services and products not offered by the BMC.

1.6.2.14. Ensures collection, management, and submission of imagery originating on the installation in compliance with **Chapter 6**.

1.6.2.15. Advises and assists clients in performing DAVIS searches.

1.6.2.16. Reviews questionable work orders and performs periodic work order audits.

1.6.2.17. Manages and sets accountability for BMC equipment and supplies according to AFI 23-111, *Management of Government Property in Possession of the Air Force*, and AFI 33-112, *Computer Systems Management*.

1.6.2.18. BMMs interview potential retrainees according to HQ USAF/ILCOO developed interview criteria to determine artistic, photographic, or video documentation aptitude or ability in the career field.

1.6.2.19. At the discretion of the Base Commander, the BMC may operate the Commander's Access Channel Systems. The BMC may assist the Public Affairs office in developing and presenting information on the channel according to AFI 64-101, *Cable Television Systems on Air Force Bases*.

1.6.2.20. Personnel assigned to WSV (UTC 6KPWS) teams are equipped and trained to deploy with wing operations and intelligence staffs to select, digitize, edit, and transmit WSV imagery to the ITS/JTT server. The 6KPWS teams send WSV imagery according to AFI 33-132.

1.6.2.21. Ensures personnel assigned to Deployed Wing Multimedia Center (UTC 6KPVS) perform MM operations and throughout wing deployments to historically archive events and provide force multiplying MM services. Use 6KPVS teams on site surveys. **Wing Multimedia Centers are not doc-tasked to perform aerial photographic support. For aerial combat camera support missions MAJCOM or Multimedia should request Combat Camera support UTCs.**

1.7. Authorization and Control of Multimedia Activities and Functions .

1.7.1. DoDD 5040.2 directs component services to manage MM activities and resources. HQ USAF/ ILCOO is the approving authority for MM activities to perform specific functions (see **Attachment 7**). HQ USAF/ILCOO assigns a DVIAN to requesting activities. MM activities and MAJCOM Multimedia Managers will keep a copy of the current DVIAN authorization document on file.

1.7.1.1. Requests for new MM activities, changes of mission, or additional Functional Account Code (FAC) authorizations, using AFI 38-101, *Air Force Organization* as a guide, require approval by the MAJCOM Multimedia Manager. Revalidate each DVIAN and its authorized functions through the MAJCOM Multimedia Manager every 5 years. The Base Multimedia Manager responsible for an activity submits the revalidation request through the Base Commander and MAJCOM Multimedia channels to HQ AFCA/GCOM.

1.7.1.2. At locations where a bona fide MM activity already exists for a DVIAN, send requests through the Base Commander to the MAJCOM Multimedia Manager to HQ USAF/ILCOO. A statement of review by the Base Commander certifying that existing MM activities cannot support, or be expanded to support, the new MM activity and that the new activity does not infringe on or duplicate contractor support must accompany the request.

1.7.2. Units requesting revalidation of a DVIAN must provide the following information:

1.7.2.1. Copies of previous and current Mission/Function Statements.

1.7.2.2. A list of functions performed.

1.7.2.3. A list of units, agencies, activities, or locations to receive support. Include copies of the HTSAs and inter-service support agreements between the activity or host and any non-Air Force agencies supported.

1.8. Consolidating Multimedia Activities .

1.8.1. The BMM:

1.8.1.1. Consolidates/collocates all MM activities on the base under a single functional manager. Where collocation is not feasible, due to geographic, demographic or economic factors, the BMM may authorize separate facilities. ANG/HQ AFRC organizations residing on active Air Force bases will manage their own MM assets according to this instruction unless otherwise stipulated in a HTSA. MM facilities from separate MAJCOMs are considered Dedicated Activities providing sole support. The Host BMM shall coordinate, implement, and monitor HTSAs to ensure Dedicated Activities are not tasked to perform support to host base organizations. *NOTE:* HQ AMC COMCAM units do not perform BMC functions and do not require waivers.

1.8.1.2. Submit requests for waivers to HQ USAF/ILCOO through the Base Commander and appropriate command multimedia manager (refer to paragraph **1.6.**).

1.9. Review for Military Need . BMMs review MM activities every 5 years to assess whether they are military essential and if continued in-house or contract operation is justified. AFI 38-203, *Commercial Activities Program*, defines most MM as commercial activities. As such, MM activities not assigned a mobilization or a wartime role in a combat or combat support mission, not in an overseas theater, or continental United States units that do not provide a base for overseas rotation, are subject to cost comparison studies and contract.

1.10. Official Multimedia Products and Services .

1.10.1. Air Force MM resources are government property for official mission support and historical documentation meeting the guidelines of the National Archive and Records Administration (NARA). Unofficial use of MM resources, or their products and services, is illegal and violators are subject to prosecution. Unofficial use by military personnel violates Article 92 of the UCMJ and may result in punitive action under the UCMJ. Unofficial use by civilian personnel may result in administrative or other disciplinary action under applicable civilian personnel regulations or instructions. Refer to AFI 65-601, Volume 1, *Budget Guidance and Procedures*, and AFI 65-603, *Official Representation Funds--Guidance and Procedures*, for clarification or exclusions. **The customer's signature on the AF Form 833, Multimedia Work Order, certifies the officiality for the products requested.**

1.10.2. MM products that Air Force members and civilian employees produce or collect in their official duties become Air Force property. MM products that contractors produce or collect in their official duties become property of the United States Air Force. Any product collected or produced to include the use of personal photographic/video equipment or self help equipment on federal property is subject to local public affairs review prior to being used outside of the military.

1.10.2.1. Make contractual exceptions only when they best serve the Air Force. Coordinate exception approval with the MAJCOM Multimedia Manager.

1.10.3. Motion media personnel and equipment, are restricted to operational requirements except to document retirements or promotion ceremonies honoring MAJCOM, Numbered Air Force, Wing, and

Vice Wing Commanders, Change of Command ceremonies, important historical figures such as Medal of Honor winners, Order of the Sword recipients, or aerial aces for historical and informational purposes. For other needs, BMCs may offer consumer-grade camcorders for self-help use. Post production of imagery captured using self-help video equipment is at the requestor's expense. See 5 CFR 2635.704, *Use of Government Property,* and 5 CFR 2635.705, *Use of Official Time,* for further clarification.

1.10.4. Still media personnel, equipment, and material may be used to document official ceremonies, such as formal awards and retirements. When MM personnel are not available, BMCs may offer consumer-grade still photographic equipment for self-help use.

1.10.4.1. Do not use Government-funded MM resources to:

1.10.4.1.1. Provide souvenirs, personal gifts, mementos or going away gifts.

1.10.4.1.2. Document farewell parties or social events unless considered newsworthy or having historical significance by the Base Commander or MAJCOM-level Public Affairs Offices.

1.10.4.1.3. Create products used primarily for entertainment during farewell parties or social events. See 10 United States Code (U.S.C.), Part II, Chapter 57, Section 1125, *Recognition for Accomplishments; Award of Trophies,* for further clarification.

1.10.5. Multimedia materials generated or acquired by Air Force members, employees, or contractors in conducting official duties, are the property of the United States Air Force. As such, protect these materials and preserve as official records according to Public Law. Personal use of MM materials for sale or any other reason not directly related to an official Air Force activity is prohibited. HQ USAF/ ILCOO must approve any deviation of this policy. This policy also applies when Air Force members or employees, by choice or agreement, occasionally use personally-owned equipment or supplies in conducting official duties. Use of personally-owned or self-help equipment requires users to adhere to operational security and info security guidelines.

1.10.6. Photographs (film and digital), motion imagery (film, analog and digital video), transparencies, audio records, and other MM products are subject to safeguards and release guidelines when released outside the Department of Defense.

Chapter 2

BASE-LEVEL SUPPORT

2.1. Base Multimedia Center (BMC) . The BMC provides professional MM products and services. This includes photography, graphics, MM services, and other products. BMCs may provide conference room operation and support, video documentation, VTC facilitation, and base cable television (CATV) operation. BMCs may also operate a self-help center to provide services.

2.1.1. Base Still Photographic functions provide:

2.1.1.1. Professional photographers to support base-level photographic requirements for managerial, operational, training, educational, historical archiving, investigative, and administrative purposes.

2.1.1.2. Studio photography for official portraits as prescribed in AFI 36-2632, *Official Photographs of Air Force General Officers, AFI 35-101, Puglic Affairs Policies and Procedures,* or AFI 36-2110, *Assignments*, special duty assignments, official passports, and citizenship applications.

2.1.1.2.1. Base Multimedia Centers that have HTSA with Sister Services to perform photographic support should refer to the following on how to perform studio portraits:

US Army - **http://www.doim.army.mil/viweb**

US Navy - MILPERSMAN 1070-180

USMC - MCO P1070.12K W/CH 1

2.1.1.3. Alert photographic services supporting Security Forces, Air Force Office of Special Investigations, Disaster Preparedness, flying or ground safety offices, and other emergency response agencies.

2.1.1.4. Other photographic support as needed.

2.1.2. Graphic Arts functions provide:

2.1.2.1. Professional creation and design for illustrations, charts, graphics, diagrams, posters, displays, exhibits, interior signs, and temporary exterior signs to support managerial, operational, training, educational, and administrative base-level requirements.

2.1.2.2. Initial design and development of web pages, but are not assigned administrator responsibilities for web pages. Internet pages of base organizations require professional design and illustration capabilities of the graphics personnel to help ensure the installation's and the AF's best public image.

2.1.3. Graphic art centers are restricted from providing more than 30 copies of graphic arts products. Visit your Defense Automated Printing Services (DAPS) for large volume requirements.

2.1.4. Presentation Services may include conference room scheduling, VTC operations, audio and video recording and playback. May provide functional support, operational familiarization, and design and development of presentation systems.

2.1.5. Self-help Services. BMCs may provide self-help graphics, nonprofessional still cameras, video recording, and equipment to users the BMM deems qualified, (mission and manpower permitting).

2.2. Base Cable Television (CATV) Government Access Channel (Commander's Access Channel) . (*NOTE:* This paragraph does not apply to locations serviced by the Armed Forces Radio and Television Service [AFRTS].) The standard Air Force franchise agreement with CATV companies requires those companies to give the Base Commander a dedicated reserve access channel at no cost to the Air Force or the subscriber (see AFI 64-101).

2.2.1. Use this channel to support command internal information and public affairs programs at the Base Commander's discretion.

2.2.2. The base public affairs officer approves programming and content.

2.2.3. Place video equipment for program origination and cable transmission of dedicated channel programming in the BMC. BMC personnel may operate this equipment to support the base public affairs office.

2.2.4. Use a private contractor or in-house staff for system maintenance.

2.2.4.1. If using in-house communications maintenance staff, include a staff assessment in the needs document per AFI 38-203.

2.2.4.2. If the BMC is a tenant activity, establish a formal HTSA per AFI 25-201, *Support Agreements Procedures*, to receive system maintenance by the local communications unit.

2.2.5. List CATV system components in AS 629 and procure using Operations and Maintenance (3400) funds.

2.3. Video Teleconferencing .

2.3.1. Managing VTC Systems and Facilities.

2.3.1.1. The Federal Telecommunications Recommendation *1080B-2002 Video Teleconferencing Services*, incorporating the DoD VTC Profile, formally the Corporation for Open Systems International Profile, is the DoD standard specification for VTC equipment. It employs International Telecommunications Union – Telecommunications Standardization Sector (ITU-T) H.320 and H.323 standards suite for VTC equipment specifications.

2.3.1.1.1. ITU-T standard H.320 is used for those systems using either Defense Information Systems Network (DISN) or commercial Integrated Services Digital Network circuits. ITU-T standard H.323 is for those VTC systems used on a local area network (LAN). H.323, or "IP Based" VTC, is authorized to satisfy on-base requirements only. Organizations will not mix H.320 with H.323 systems by using a gateway.

2.3.1.1.2. According to DoD policy, Defense Information Systems Agency (DISA) is responsible for obtaining and managing long-haul telecommunications services, facilities and equipment for the DoD. MAJCOMs, FOAs and DRUs obtain commercial long-haul commercial telecommunications through DISA according to DISA circulars and DISN, and DISN Service Center notices.

2.3.1.2. DISN Digital Video Services – Global, managed by DISA, is the DoD standard H.320 network for all VTC requirements. According to AFI 33-116 and this instruction, Air Force organizations will use DISA and General Services Administration to satisfy new VTC requirements. If this is not feasible, you must explain why your system does not need to connect with this network

or demonstrate that doing so would be cost prohibitive. Send requests for waivers to HQ AFCA/ GCOM.

2.3.1.3. Intelligence activities requiring sensitive compartmented information secure VTC capability use the Joint Worldwide Intelligence Communications System (JWICS) fielded by the Defense Intelligence Agency. Contact the JWICS Networks Operation Center at DSN 428-4000 or the JWICS Networks Management and Analysis Center at DSN 428-3100, Comm 202-231-3100 for information on how to gain access to the JWICS network.

2.3.2. HQ AFCA/GCOM provides Air Force-wide configuration management and technical support for VTC systems and facilities. Organizations requesting VTC systems will provide HQ AFCA/ GCOM all necessary data to support network and system configuration management evaluations.

2.3.3. MAJCOMs, FOAs, and DRUs plan, program, budget, fund for VTC requirements.

2.3.3.1. Air Force organizations will not procure deployable or fixed base VTC equipment without a validated technical solution of their requirements. Coordinate all requests for H.320 standard systems through the BMC, MAJCOM, FOA, or DRU VTC managers according to AFI 33-103, *Requirements Development and Processing*, to HQ AFCA/GCOM. HQ AFCA/GCOM will review the requirement and provide a technical solution. In cases where a vendor solution is supplied with the requirement, HQ AFCA/GCOM will either validate the proposed technical solution or provide an alternate solution which is either more cost effective or is more suited to the stated requirement.

2.3.3.2. Send requests for H.323 systems to the Host Base's SCX for action.

2.3.3.2.1. The host SCX, working with the Systems Telecommunications Engineering Manager-Base Level (STEM-B), determines what impact the proposed requirement will have on the intended LAN or LAN segments. The STEM-B provides configuration control for H.323 systems on their installation.

2.3.3.2.2. The host SCX sends their recommendation to the Base Commander, the owner of the LAN, for approval/disapproval.

2.3.3.2.3. In instances where the host Base Commander does not maintain the Organizational LAN, the recommendation will go to the owner of the LAN for approval/disapproval.

2.3.3.3. Neither the host SCX nor the STEM-B will authorize using equipment to gateway between H.320 and H.323 systems. Send all requests for this type operation to HQ AFCA/GCOM for action.

2.3.4. MAJCOMs, FOAs, and DRUs VTC managers will:

2.3.4.1. Maintain a current listing of VTC facilities within their command and perform all required functions as a Community of Interest (COI) Manager.

2.3.4.2. Review command VTC systems and facilities utilization at least annually to make sure the systems and facilities are still required. Quarterly utilization data, specified in paragraph **2.3.5.2.** will be used for this purpose. If facilities/services are no longer required, send discontinuance of network connectivity and service notification to HQ AFCA/GCOM and DISA.

2.3.4.3. Ensure all command VTC assets are fully utilized before approving the acquisition of additional systems.

2.3.4.4. Establish secure operating procedures for secure VTC systems and facilities according to AFI 31-401, *Information Security Program Management*, and AFI 33-211, *Communications Security (COMSEC) User Requirements*.

2.3.4.5. Coordinate on and send all validated requirements to HQ AFCA/GCOM for technical solution.

2.3.5. The host BMC will:

2.3.5.1. Maintain a current listing of all VTC systems on the base to ensure adequate utilization of all systems. All base VTC systems must show a minimum of 4 hours daily usage before additional systems can be ordered. This does not include desktop VTC systems used by senior management.

2.3.5.2. Collect and maintain system utilization data for VTC systems. Utilization data includes the average number of hours used per day. Also, the number of users turned away each duty day due to a lack of sufficient VTC facilities. Send utilization data quarterly to the MAJCOM, FOA, or DRU COI manager to assist them in validating network connectivity and services.

2.3.5.3. Manage accountable equipment and property records according to AFI 23-111, AFI 33-112, and other directives as determined by their MAJCOM, FOA, or DRU.

2.3.6. A DVIAN is required for VTC facilities that use MM personnel as operators/facilitators.

2.3.7. Processing Requirements.

2.3.7.1. Air Force organizations process all new H.320 type VTC requirements per AFI 33-103, and this instruction. Send them to your parent MAJCOM, FOA, or DRU for approval and forwarding to HQ AFCA/GCOM. Send H.323 type VTC requirements to your base SCX office for action.

2.3.7.2. Analyze costs and benefits of proposed new VTC facilities and systems. Consider tangible benefits, e.g., reduced time away from work, reduced program lead-time, and other costs factors.

2.3.7.3. Share VTC systems, facilities, and resources with collocated organizations as much as possible. Requirements documents proposing a need for additional VTC systems and facilities at base or MAJCOM headquarters must prove that existing systems cannot meet the validated mission needs. Utilization data from existing common-user VTC system and facilities (studio and mobile) must show at least four hours average daily use before installing additional systems or facilities.

2.3.7.3.1. Requests for desktop VTC to support senior managers are not required to follow the 4 hours per day rule. MAJCOM multimedia managers must exercise sound judgement in determining the number of desktop units authorized within their command.

2.3.7.4. Use the Air Force VTC Implementers Guide developed by HQ AFCA/GCOM to implement VTC systems.

2.3.8. HQ AFCA/GCOM maintains an Air Force VTC database and directory. Air Force organizations will notify HQ AFCA/GCOM when installing new VTC systems and facilities. Provide a point of contact and system information for inclusion in the Air Force VTC database and directory.

2.4. Video Teletraining (VTT) .

2.4.1. Managing VTT Systems and Facilities.

2.4.1.1. HQ AETC plans, programs, and budgets for VTT systems and facilities. Program Element 85790 funds VTT transmission studios and facilities with equipment programmed through Budget Program Activity Code 837240. The requiring MAJCOM funds VTT receive site facilities and classrooms.

2.4.1.2. Use AS 629 for VTT studio equipment.

2.4.1.3. A DVIAN is required to operate an uplink VTT studio facility.

2.4.1.4. The base education office operates base-level classroom downlink sites.

2.4.2. Air Technology Network (ATN).

2.4.2.1. ATN is the Air Force standard video network for VTT.

2.4.2.2. Acquire ATN service under the current Federal Telecommunications System (FTS) contract.

2.4.2.3. The ATN supports requirements for HQ AETCs distance learning (DL) program.

2.4.2.4. HQ AETC/EDD, Air Force Institute for Advanced Distributed Learning (AFIADL) is the program manager for the ATN.

2.4.3. Processing Requirements.

2.4.3.1. Process all new VTT requirements and changes per AFI 33-103, and this instruction through MAJCOMs for validation and sending to AFIADL for approval.

2.4.3.2. Share VTT facilities and resources with collocated organizations as much as possible. Requests for additional VTT facilities at a base must prove existing facilities cannot meet mission needs.

2.5. Work Orders . Customers request all work using an AF Form 833.

2.5.1. Requests must:

2.5.1.1. Detail needs, including number, type, and size of MM products and services.

2.5.1.2. Describe the product's planned use and certify that the work is for official business.

2.5.1.3. Describe the need for self-help still camera and video recording equipment.

2.5.2. BMC may accept electronic transmission of MM work requests if local authentication procedures such as Common Access Cards, passwords, biometrics, etc., exist. Most requests require discussion of unique requirements. This discussion is recommended to prevent miscommunication; missed deadlines; mission degradation; and fraud, waste, and abuse of MM resources.

2.5.3. BMC staff log and track all resources, man-hours, and activities through MIMS.

2.6. Support for Appropriated Fund Morale, Welfare, and Recreation (MWR) Activities . M W R activities are authorized MM support for category A, "Mission Sustaining" and category B, "Basic Community Support Activities." Category A programs are essential to the military mission and authorized all MM support. Category B activities are closely related to Category A activities and are essentially commu-

nity support programs. Furnish support to these activities as long as the MWR activity does not generate revenue. For additional clarification of MWR activities refer to AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*.

2.7. Contract Base Multimedia Centers (BMCs) .

2.7.1. The BMM uses Office of Federal Procurement Policy Pamphlet Number 4, to create a Performance Work Statement.

2.7.2. BMCs must operate under the terms and conditions developed for the Most Efficient Organization in the cost-comparison study (see AFI 38-203).

2.7.3. MM QAEs evaluate contract support centers. QAEs are functionally qualified technical experts in AFSC 33SX, 3V0XX, or civilian personnel in GS 1000 series with skill code "VSA". MM QAEs are not the BMM, however, workload permitting, BMMs may perform QAE duties.

2.7.3.1. BMM and QAE functions are inherently governmental.

2.8. Alteration of Official Photographic Images .

2.8.1. Ensure absolute credibility of official photographic images. The alteration of a photographic or video image by any means for any purpose other than to establish the image as the most accurate reproduction of an event is prohibited. Exemptions include:

2.8.1.1. Using photographic techniques such as dodging, burning, color balancing, spotting, and contrast adjustment to achieve the accurate reproduction of an event.

2.8.1.2. Photographic and video image enhancements such as color and contrast intensification, magnification, and sharpening used in support of unique cartography; intelligence; medical; and research, development, test, and evaluation (RDT&E) technical requirements. Associated captions specify the particular enhancement applied to the image.

2.8.1.3. The obvious masking of portions of a photographic image in support of specific security requirements.

2.8.1.4. The use of cropping or editing to selectively isolate a portion of an image; however, cropping or editing that has the effect of misrepresenting the circumstances or facts of the event as originally recorded by the image constitutes a prohibited alteration.

2.8.1.5. The digital conversion and compression of photographic and video images.

2.8.1.6. Photographic and video post-production enhancement, including animation, digital simulation, graphics, and special effects, used for dramatic or narrative effect in education, recruiting, safety and training illustrations, publications, or productions is authorized if the enhancement does not misrepresent the subject of the original image; or, it is clearly and readily apparent from the content of the image or accompanying text that the enhanced image is not intended to be an accurate representation of any actual event.

Chapter 3

MULTIMEDIA EQUIPMENT MANAGEMENT PROCEDURES

3.1. Allowance Standard (AS) .

3.1.1. Use the Air Force Equipment Management System AS to manage and control non-computer MM equipment. Include computer equipment that supports MM activities in the information processing management system, AFI 33-112. Limit all allowances for MM equipment to AS 629. *NOTE*: MM equipment require an IT/NSS when they are connected to a computer or network. They also fall under AS 629 as a stand alone item and do not require an IT/NSS when not connected to a computer or network, i.e., a video/data projector to be connected exclusively to a video cassette recorder. The ASs in **Table 3.1.** may also apply, when appropriate.

Table 3.1. Allowance Standard.

AS NUMBER	TITLE
136	Special Electronic/Atmospheric Research Equipment
410	Morale, Welfare, Recreation and Physical Training
538	Security Police Activities, Organizational Small Arms Equipment, Military Dogs, Associated Equipment, Confrontation Management, Air Base Ground Defense Correction and Detention Equipment
629	MM Support (Origination/Utilization Equipment)
742	Air Force/Joint Air Intelligence Organizations
758	Aerial Port/Combat Control/Special Tactics Group/Airlift Control Element
789	Air Force Weather Agency

3.1.2. Authorized MM equipment includes:

3.1.2.1. Depot funded COMCAM and video production equipment to support authorized video production centers.

3.1.3. Equipment for BMC.

3.1.3.1. Nonprofessional or consumer grade BMC equipment when approved by the BMM.

3.1.3.2. Weather briefing and video surveillance equipment (child care centers and security police needs).

3.1.4. The following MM equipment is authorized for use in non-multimedia ASs, without HQ USAF/ILCOO coordination:

3.1.4.1. Special Electronic/Atmospheric Research Equipment - AS 136.

3.1.4.2. MWR Child Care Centers Video Surveillance - AS 410.

3.1.4.3. Security Forces Video Surveillance - AS 538.

3.1.4.4. Air Terminal Information Dissemination - AS 758.

3.1.4.5. Air Force/Joint Air Intelligence Organizations - AS 742.

3.1.4.6. Air Force Weather Agency (Weather Briefing) - AS 789.

3.1.4.7. Oscilloscope cameras included in maintenance support ASs.

3.1.4.8. MM equipment as part of a weapon system.

3.1.4.9. Maintenance equipment directly supporting airborne MM systems and included in maintenance ASs.

3.1.4.10. MM equipment included in war readiness material ASs.

3.1.4.11. Multimedia equipment used in direct support of the RDT&E process. When RDT&E effort concludes, equipment must be turned over to an MM center, or repurposed into another RDT&E project. RDT&E equipment cannot be used to duplicate BMC capabilities.

3.1.5. The BMM and the MAJCOM Multimedia Manager identify changes to the AS for professional and industrial grade equipment. Send change requests through the MAJCOM Equipment Management Office, HQ USAF/ILCOO, and Warner Robins-Air Logistics Center (WR-ALC/LET), 295 Byron Street, Robins AFB GA 31098-1611.

3.2. Requesting Multimedia Equipment .

3.2.1. COMCAM, video, photographic, graphic arts, and video surveillance equipment or quantities not listed/authorized in AS 629 are requested on AF Form 601, **Equipment Action Request**, and submitted to the base Air Force Equipment Management office.

3.2.1.1. MM activities must write their DVIAN in Section A.

3.2.1.2. Describe how the MM equipment supports customer needs.

3.2.2. Request MM computer equipment according to AFI 33-103.

3.3. Programming for the Multimedia Equipment Plan (MEP) (RCS: HAF-SCM(A)8901) .

3.3.1. Prepare the MEP according to **Attachment 5** and **Attachment 6**.

3.3.1.1. Identify depot funded equipment only.

3.3.2. Send the MEP directly to the MAJCOM Multimedia Manager.

3.3.3. The MAJCOM Multimedia Manager prioritizes MEP submissions and sends them to HQ USAF/ILCOO by 1 December annually.

3.3.4. Designate this reporting requirement as emergency status code C-2. Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed or as soon as possible after submission of priority reports.

3.3.5. Do not include non-AS 629 equipment.

3.4. Multimedia/Video Standards .

3.4.1. MM activities will comply with the i-TRM.

3.4.2. HQ USAF/ILCOO must approve all new equipment submissions to the i-TRM.

3.4.3. The BMM will review and approve all procurement requests for film/digital photographic cameras, video cameras and photographic printers, to ensure compatibility with existing MM infrastruc-

ture. The BMM must coordinate with the Chief of Supply and designated Government Purchase Card (International Merchant Purchase Authority Card) personnel to ensure against illegal MM equipment acquisition by unauthorized personnel.

3.5. Emission Security (EMSEC) Requirements .

3.5.1. Before working with classified information, the BMM ensures an EMSEC assessment is performed for MM facilities and equipment processing classified information by the wing information protection office according to AFI 33-203, *Emission Security.*

3.5.2. The Air Force Certified TEMPEST Technical Authority (CTTA), at HQ AFCA/TCBA-CTTA, 203 W Losey St, Scott AFB, IL 62225-2555, is the Air Force office of primary responsibility (OPR) for emission testing of MM facilities and equipment.

3.5.3. Certify MM equipment for use aboard military aircraft according to AFI 11-202, Volume 3, *General Flight Rules.*

3.6. Certification and Accreditation (C&A) . Complete the C&A process according to Federal Information Processing Standard (FIPS) 102, *Guideline for Computer Security Certification and Accreditation*, to the level specified by the Designated Approval Authority. All MM equipment connected to a network must have C&A package on file with HQ AFCA/GCOM. Certification information is available on the HQ AFCA Multimedia Website.

Chapter 4

MANAGING VIDEO AND MULTIMEDIA PRODUCTIONS

4.1. Purpose of the Video and Multimedia Production Program . Video and MM productions support the full range of Air Force training, education, corporate communications, and information requirements. They differ from video documentation in that they are self-contained or complete, accomplished to a plan or script, produced under controlled circumstances, and for an intended audience. The DoD and Air Force lifecycle manage MM products and productions for both historical and retrieval purposes. The process is designed to provide access to the information for all who require it. The process also ensures we remove non-current products from inventory. All MM products meeting this criteria must be lifecycle managed.

4.1.1. Video and MM productions are official records and must be lifecycle managed according to DoDD 5040.2.

4.1.2. All video requests require a DD Form 1995.

4.1.3. Contract for MM and video productions according to paragraph **4.6.** Contracting officers must provide HQ AFCA/GCOM the contract numbers and any limitations on productions incorporating contractor produced segments.

4.1.4. Products developed for wide distribution (beyond installation level) should be lifecycle managed according to this instruction. These include:

4.1.4.1. Compilation. A selection of imagery and or audio, text, and graphics arranged according to a theme and organized as a single and deliverable product.

4.1.4.2. Music video. Collection of still and/or motion images set to music.

4.1.4.3. Public Service Announcements (PSA).

4.1.4.4. Informational Training MM products.

4.1.5. Enter training MM products into the Defense Instructional Technology Information System (DITIS) for life cycle management.

4.2. Multimedia Productions . MM production (also known as audiovisual [AV] production) is the process of structuring data from two or more mediums into a cohesive linear or non-linear format or product according to a plan or a script. A MM product can be distributed on any format (videotape, CD-ROM, DVD, or internet) or optically projected/displayed via electronic, film or paper format. MM productions are intended as permanent records and are managed for their entire life. There are two types of MM productions: local productions and Air Force productions.

4.2.1. Local productions are for local requirements (base use only), usually with a limited life span. A DAVIS search is not mandatory nor is entry into the DAVIS database. The BMM must assign a Production Approval Number (PAN) and track production data on a DD Form 1995 until the product is destroyed. Keep master production files for local productions. Refer to AFMAN 37-139, for disposition. Treat and manage local productions exceeding the specifications described in this paragraph as an Air Force production per paragraph **4.2.3.** Ensure all activity is entered in MIMS. The BMM may provide up to 25 total copies of the product. Any additional copies must be approved by HQ USAF/ILCOO according to DoDD 5040.2.

4.2.2. The production activity for local productions and the requester are responsible for performing a currency review annually.

4.2.3. Air Force productions are created for multi-base, command-wide, Air Force-wide, and DoD-wide requirements. They contain all the elements of a production and are official records. They must be life cycle managed. A DAVIS search and entry into the DAVIS database are mandatory. The MM production center manager coordinates requests for Air Force productions and validates the DD Form 1995 with the requester's command multimedia manager. The MAJCOM multimedia manager sends the DD Form 1995 to HQ AFCA/GCOM for certification and Production Identification Number (PIN) assignment.

4.2.3.1. DoD organizations requesting Air Force production support will coordinate their DD Form 1995 with HQ AFCA/GCOM.

4.2.3.2. The total cost of any production may not exceed $100,000 (exclusive of replication and distribution) without approval from Office of the Assistant Secretary of Defense (OASD) (Public Affairs [PA])/American Forces Information Service (AFIS)/ Defense Visual Information (DVI), AFIS-DVI, 601 North Fairfax Street, Alexandria VA 22311-2007, through HQ USAF/ILCOO. See **Attachment 3** to request productions that cost more.

4.2.3.3. The Joint Visual Information Services Distribution Activity (JVISDA) at Tobyhanna Army Depot will initiate a currency review five years after initial distribution and every three years thereafter. The OPR declares a production noncurrent when it contains outdated doctrine, policies, or procedures. If the OPR fails to respond to a request for currency review, the JVISDA will declare the production noncurrent 90 days after date of request.

4.2.3.4. A user who finds a noncurrent production that meets his or her organization's requirements may request to become the OPR for this production.

4.2.4. Requesters must determine the likelihood of hearing and or visually impaired personnel requesting the production, and must be prepared to fund for both captioning and audio descriptive copies of the product. The requesting organization is responsible for funding captioning. Production centers will seek captioning support on behalf of the customer. The DoD Computer/Electronic Accommodations Program Office (CEAPO), provide caption support on a case-by-case basis. Requests for caption support is submitted to: DoD Computer/Electronic Accommodations Program Office, Defense Medical Information Management, 511 Leesburg Pike, Suite 810, Falls Church VA 22041-3206. The JVISDA also provides these services at cost to the customer. Contact them only in cases where free services are not available from CEAPO.

4.3. Exemptions . Some products are not considered MM productions and do not require lifecycle management. Exempt items normally include:

4.3.1. "Quick look" MM reports such as after-action reports, RDT&E technical reports, reconnaissance reports, and intelligence reports.

4.3.2. Television, radio spot announcements, public service announcements, news clips, and information programs AFRTS funds.

4.3.3. Information programs funded and reported as recruiting advertising.

4.3.4. MM products resulting from criminal investigation and other legal fact finding efforts.

4.3.5. Commercial MM productions or programs purchased, leased, or rented for DoD dependent schools; MWR activities; education centers; libraries under DoD Directive 1015.1, *Establishment, Management, and Control of Nonappropriated Fund Instrumentalities*, August 19, 1981, with Change 1; and commercial entertainment the Army and Air Force Exchange Service acquires.

4.3.6. MM products about techniques, procedures, and management of DoD cryptological operations.

4.3.7. Leased or rented commercial MM productions.

4.3.8. Photomechanical reproductions, cartography, and microfilm and microfiche productions.

4.3.9. Command and control information displayed with weapons systems and in command and control centers and posts.

4.3.10. MM products collected solely for surveillance, reconnaissance, and intelligence.

4.3.11. MM products and productions, created for a specific course of instruction in an educational activity, will not be lifecycle managed unless distributed beyond the installation.

NOTE: Exempted MM products that are used as part of or to create another MM production must be lifecycle managed according to this instruction.

4.4. Production Restrictions .

4.4.1. MM productions will not contain material that:

4.4.1.1. Shows DoD personnel in an unfavorable or undignified situation unless doing so is essential to the production's message.

4.4.1.2. Implies endorsement of a commercial product or service by including trademarks, logos, labels, distinctive packaging, or references to trade or brand names in narratives, dialogues, or titles.

4.4.1.3. Promotes an individual, activity, or organization, or provides a forum for opinions on a broad subject without referencing a specific program.

4.4.1.4. Is inaccurate or incompatible with Air Force policy or doctrine.

4.4.1.5. Discriminates, or appears to discriminate, against individuals because of sex, race, color, national origin, age, religion, or handicap.

4.4.1.6. May promote various industries.

4.4.2. Customers must not cut, re-edit, or otherwise alter or reproduce copies of MM products without permission of the OPR. You must coordinate requests for segments of MM production for briefings or other productions through HQ AFCA/GCOM and the OPR. This procedure precludes inadvertent violation of copyright or legal restrictions.

4.4.3. Proprietary Production: Activities producing MM productions must coordinate and obtain content review and approval from the functional OPR. This includes, but is not limited to:

4.4.3.1. Security.

4.4.3.2. Safety.

4.4.3.3. Drug and alcohol abuse.

4.4.3.4. Equal opportunity.

4.4.3.5. Human relations.

4.4.3.6. Chaplain, law enforcement, legal, and medical activities.

4.4.3.7. Fire protection.

4.4.3.8. Survival, Evasion, Resistance, Escape.

4.4.4. Keep master production files for local productions. Refer to AFMAN 37-139, for disposition.

4.5. Responsibilities .

4.5.1. HQ USAF/ILCOO develops policy for the Air Force Production and Distribution Program.

4.5.2. HQ AFCA/GCOM manages the Air Force Production and Distribution Program. Duties include:

4.5.2.1. Processing and coordinating joint interest MM production requirements and production support with other military departments and DoD.

4.5.2.2. Managing and updating the Air Force portion of the DAVIS database to reflect new or noncurrent products.

4.5.2.3. Processing all Air Force production needs.

4.5.2.4. Issuing a PIN that identifies and controls Air Force and DoD-use productions through their life cycle.

4.5.2.5. Coordinating Air Force replication and distribution of all Air Force productions through the JVISDA.

4.5.3. The MAJCOM multimedia manager reviews and validates all command-generated Air Force production requests and sends them to HQ AFCA/GCOM.

4.5.4. The OPR is responsible for all production costs to include:

4.5.4.1. Direct non-personnel expenses of the production unless a formal memorandum of agreement exists (see AFI 25-201).

4.5.4.2. Cost of commercial off-the-shelf productions for base, MAJCOM, Air Force or DoD-wide use.

4.5.4.3. Full cost for new contract productions.

4.5.5. HQ AFCA/GCOM coordinates with JVISDA for replication and distribution. JVISDA replicates and distributes Air Force productions according to a Memorandum of Agreement. Requesters may be required to fund replication and distribution costs for their product.

4.5.6. The BMM helps the client initiate a DD Form 1995 (the electronic form is authorized) and perform DAVIS searches to determine if an existing production satisfies the requirement. BMM refers the request to HQ AFCA/GCOM through the MAJCOM multimedia manager. HQ AFCA/GCOM coordinates with a production activity to satisfy customer requirements.

4.5.6.1. The production center will initiate public clearance and legal review for all productions unless denied by the OPR. The OPR must certify, in writing, the reason for denying public clearance. The OPR memorandum must be included in the Master Production Folder.

4.5.7. MM production activities will:

4.5.7.1. Assist the client in the completion of the DD Form 1995.

4.5.7.2. Request a PIN (if one is not already assigned) from HQ AFCA/GCOM through the MAJCOM multimedia manager.

4.5.7.3. Track and record direct costs.

4.5.7.3.1. Costs incurred as a direct result of the production; e.g., labor for scripting, story boarding, production staff, animation, outside talent, technical crew, sets, music, equipment rental, purchases and services, travel and subsistence.

4.5.7.3.2. Direct Personnel costs according to AFI 65-503, *Cost and Planning Factors.*

4.5.7.4. Keep a master production file for each MM production. The file contains all documents from initial production request and approval through completion and distribution. Include:

4.5.7.4.1. DD Form 1995.

4.5.7.4.2. An approved script, as recorded.

4.5.7.4.3. Initial distribution plans.

4.5.7.4.4. Contracts.

4.5.7.4.5. Production costs.

4.5.7.4.6. Talent and legal releases:

4.5.7.4.6.1. DD Form 2830, **General Talent Release**.

4.5.7.4.6.2. DD Form 2831, **General Release Where Talent Fee or Other Remuneration or Recompense Accrues to the Participant**.

4.5.7.4.6.3. DD Form 2832, **Release Granting the U.S. Government Permission to Photograph or Otherwise Record the Visual Image or Sound of Private Property**.

4.5.7.4.6.4. DD Form 2833, **Release Granting the U.S. Government Permission to Record and Reproduce Program Material Transmitted by Educational or Commercial Broadcast Stations**.

4.5.7.4.7. Copyright licenses.

4.5.7.4.8. Public clearance or exhibition requests and legal review certification.

4.5.7.4.9. Security documentation and downgrade instructions (if required).

4.5.7.4.10. HQ AFCA/GCOM Assignment Letter.

4.5.7.4.11. Memorandums for Record of significant events or pertinent incoming/outgoing correspondence.

4.5.7.5. The production activity sends the master production folders to DoD/AFIS, JVISDA, Bldg 3, Bay 3, 11 Hap Arnold Blvd., Tobyhanna Army Depot PA 18466-5102. The JVISDA updates

DAVIS, replicates, distributes, and sends master materials to the Defense Visual Information Center (DVIC) for permanent storage.

4.5.7.6. Ship two (2) production masters in the following formats to JVISDA: Betacam, Betacam SP, Betacam Digital (Analog), DVC PRO, DVC PRO 50 or CD-ROM for replication purposes (contact HQ AFCA/GCOM for current formats).

4.5.7.6.1. Provide on separate VHS tape, a 1-minute video segment (Directors/editors select video and audio clip that best represents the program). (*NOTE*: This clip is required to support on-line viewing capability of products included in the DAVIS/DITIS website).

4.5.8. The MAJCOM Functional Representative and Subject Matter Expert (SME) are responsible for:

4.5.8.1. Information a production conveys.

4.5.8.2. Any additional support needed to complete production.

4.5.8.3. Reviewing and coordinating the script with Air Force organizations or other military and government agencies. Ensuring the content of the script does not conflict with policies and objectives of the supported command or the Air Force.

4.5.8.4. Approving scripts before production begins.

4.5.8.5. Ensuring personnel, facilities, and support are available from the organization and outside resources.

4.5.8.6. Providing an initial, validated, distribution list with the DD Form 1995 that includes current addresses.

4.5.9. The SME will ensure accuracy of technical information in the script and production, but not the technical quality, media selection, treatment, or other items that fall under the producer's or production activity's responsibilities. The SME will:

4.5.9.1. Ensure procedures, concepts, and ideas reflect current Air Force and MAJCOM policies, plans, and objectives.

4.5.9.2. Approve the script before production begins.

4.5.9.3. Give the production activity the technical data, directives, training aids and devices, and other equipment it needs.

4.5.9.4. Attend planning conferences, on-location surveys, recording sessions, approval screenings, and post-production events.

4.5.9.5. Review story boards and helps select technically correct footage.

4.5.9.6. Determine the security classification, downgrading, and reviewing instructions for material. Inform the producer or project officer of the classification of all production elements such as story boards, research documents, scripts, still photos, slides, graphics, and props.

4.5.9.7. Ensure the production portrays Air Force personnel according to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel.*

4.6. Contracting for Multimedia Productions .

4.6.1. When the production is to be accomplished by a commercial production activity, contact HQ AFCA/GCOM.

4.6.2. The MAJCOM Multimedia manager reviews and approves the production portions before contract award to make sure the contractor follows the AFI 33-322, *Records Management Program*, and that costs are reasonable and do not duplicate existing efforts. These include:

4.6.2.1. Research and development, weapons systems, and similar contracts, when the production is a provision of the contract for status reporting and new equipment training.

4.6.2.2. Curriculum development contracts (such as interactive courseware and instructional systems development) when the project needs a qualified curriculum development contractor (rather than an AV producer) unless the production costs more than 50 percent of the total.

4.6.3. All contracted MM products funded by Air Force activities are property of the Air Force and they maintain authority over materials.

4.6.4. Air Force activities that write contracts in support of production activities that develop MM products will coordinate with the host BMC MM activities prior to awarding the contract.

4.6.5. For an Air Force contract, the contract monitor makes the request, provides the contract number, and verifies that the contract's terms entitle the contractor support.

4.6.6. For contracts with another service or government agency, the contracting officer requests HQ AFCA/GCOM approval before providing support.

4.7. Production Approval Number (PAN) .

4.7.1. After approval of a local production, the producing organization assigns a PAN. A PAN consists of the letter F, the production center's DVIAN, the last two digits of the fiscal year, and a sequentially assigned four-digit number. A hyphen separates each element except F. For example:

DVIAN	FISCAL YEAR	SEQUENTIAL NUMBER
F3023	95	0053

4.7.2. The producing organization maintains the PAN log containing the PAN, production title, media, and customer's name, organization and telephone number.

4.7.3. The PAN appears electronically at the beginning of local productions.

4.8. Production Identification Number (PIN) .

4.8.1. A PIN is a permanent number that identifies and controls an Air Force production over its life span.

4.8.2. HQ AFCA/GCOM issues PINs to Air Force designated MM production activities after receiving the DD Form 1995 from the MAJCOM multimedia manager. Insert the DoD Seal with the PIN (lower left corner) and year released (lower right corner) on the seal slate. At the beginning of each production, insert DoD Seal, Title, Purpose, Target Audience, PIN, Presentation Scenarios of the program according to the DoD Style Guide of all Air Force productions.

4.9. Copyright License . Using copyrighted media always requires a separate license. Generally, both music and programs recorded from broadcasts are copyrighted. Having the source recording or score does not confer any right to reproduce, transfer, or otherwise use or perform the recorded material, either as a whole or in part. Get a specific clearance for each use from the copyright owner. A clearance may:

4.9.1. Give the government the perpetual right to duplicate, distribute, publish, exhibit, use, or transmit all or any part of the copyrighted material in the production that the Air Force received license to use, or any future use incorporating part or all of the production. Do not assume perpetual right. The local Judge Advocate Office must certify each effort to invoke the fair use provision of the copyright law.

4.9.2. State that the conveyed License To Use benefits the U.S. Government and its officers, agents, servants, and employees acting in their official capacities and any other persons lawfully reproducing, distributing, exhibiting, or using a part or all of the production that the Air Force received the license to use.

4.10. Commander's Access Channel (CAC) . Using copyright media on the commander's access channel also requires copyright release written expressly for rebroadcasting over a CAC.

4.11. Public Clearance . Productions produced or contracted for by the Air Force, intended for public exhibition or public release (i.e., anyone outside the DoD), need an authorization to exhibit. See **Attachment 4** and the local public affairs office for information on public clearance of MM productions. All productions intended for public viewing must also have a legal review.

4.12. Air Force Personnel as Performers in Productions .

4.12.1. Air Force personnel, including active duty military, only play dramatic roles, or narrate, in Air Force productions when:

4.12.1.1. They perform their jobs.

4.12.1.2. Professional actors lack the skills or knowledge needed to do their jobs.

4.12.2. A production's sole purpose is internal communications or training and Air Force personnel play roles developed to teach others to do their jobs.

4.12.3. Production managers may waive these restrictions when doing so results in an effective and economic production.

4.12.4. Government personnel never perform roles that are more hazardous than their jobs.

4.13. Legal Release From Persons Appearing in Air Force Productions . DoD 5040.2 mandates the use of DD Forms 2830, 2831, 2832 and 2833.

4.13.1. Obtain signed releases from personnel:

4.13.1.1. Who appear or speak in a production.

4.13.1.2. Whose minor children, real estate, or other private property appear in a production. *NOTE:* No release is required from active duty military personnel, including cadets or midshipmen of the United States military academies or DoD civilians performing official duties.

4.13.1.3. Who have an expectation of privacy, such as:

4.13.1.3.1. People shown in secluded or commonplace situations.

4.13.1.3.2. Central figures in a scene regardless of its brevity.

4.13.2. A release is not needed from:

4.13.2.1. People involved in newsworthy and public events.

4.13.2.2. People who are part of a crowd.

4.14. Entering Air Force Products in Non-Department of Defense Multimedia Events .

4.14.1. Send requests for Air Force participation in non-DoD MM events through MAJCOM Multimedia manager channels to HQ USAF/ILCOO.

4.14.2. Public Affairs activities will review all Air Force MM productions selected for film festivals and exhibitions to determine whether to release them (see **Attachment 4**).

4.14.3. Individuals, on their own, may not enter Air Force-funded MM products in festivals or other competition.

Chapter 5

VISUAL DOCUMENTATION PROGRAM

5.1. Purpose of the Visual Documentation (VDOC) Program . The VDOC program ensures that Air Force wartime, contingency/humanitarian operations, and historical events are visually recorded. The battle field commander and the Secretary of Defense (SECDEF) use this imagery as a decision-making tool for critical operational assessment. Other mission-related uses are psychological operations, training, battle damage assessment, post strike assessments, public information, and providing an accurate record of Air Force operations.

5.1.1. Base MM units will support their wing VDOC requirements. When UTC tasked, base MM units will support deployed wing level-forces and AEF VDOC requirements. HQ AMC, HQ ACC, PACAF, USAFE, and HQ AFSOC Base Multimedia Service Centers are UTC tasked to support Wing-Level activities.

5.1.2. The primary role of COMCAM is the visual documentation of Air Force combat operations as tasked by the Joint Task Force Commander(J-3)/Commander Air Force Forces. Their secondary role is the centralized collection, management, and distribution of imagery (including WSV imagery) for operational use by theater commanders and the SECDEF. The majority of USAF COMCAM UTC tasked forces reside within HQ AMC; however, HQ AFRC, HQ AFSPC, and HQ AETC, also have COMCAM UTC forces assigned.

5.1.3. USAF COMCAM teams are uniquely trained, equipped, and organized for rapid global deployment to provide documentation of Air Force air and ground operations. They are fully qualified and equipped for day/night operations. COMCAM units also possess fully certified/qualified aircrew members for aerial documentation during peacetime and contingencies.

5.1.4. Air Force RDT&E MM activities perform photography/videography to include high speed still and motion media optical instrumentation.

5.1.5. WSV UTC tasked MM activities are responsible for digitizing, processing, and disseminating weapons system imagery, such as heads up displays, radar scopes, and images from electro-optical sensors carried aboard aircraft. See AFI 33-132 for specific MM and COMCAM responsibilities and the AF WSV Tactics Techniques and Procedures manual for detailed WSV procedures and equipment requirements.

5.2. Responsibilities .

5.2.1. HQ USAF/ILCOO:

5.2.1.1. Sets Air Force VDOC policy.

5.2.1.2. Oversees USAF COMCAM programs and combat readiness.

5.2.1.3. Ensures the Air Force participates in joint actions by coordinating with the Office of the Secretary of Defense staff, Joint Chiefs of Staff (JCS), executive departments, and other branches of the United States Government.

5.2.1.4. Approves using Air Force COMCAM forces in non-Air Force activities.

5.2.2. Air Component:

5.2.2.1. Employs COMCAM forces to document the entire scope of military operations during joint and combined exercises and operations. Plan to employ COMCAM forces during the beginning stages of any operation to ensure comprehensive mission documentation. Ensure that COMCAM forces have full-mission access during each phase of the operation.

5.2.2.2. Manages COMCAM support within their areas of responsibility. Ensures appropriate documentation of significant events and operations for theater and national-level use. During both planned and contingency operations, identify COMCAM objectives, priorities, and chain of command. Develop staffing solutions enabling a mix of deployed officer and enlisted COMCAM forces to effectively fulfill assignments in-theater.

5.2.2.3. Sets requirements for COMCAM support. Includes requirements in operations plans (OPLAN) force lists, concept plans (CONPLAN), operations orders (OPORD), and similar documents (see AFMAN 10-401, Volume 1, *Operation Plan and Concept Plan Development and Implementation*).

5.2.2.4. Coordinates with MAJCOM multimedia managers and HQ AMC COMCAM coordination authority, Tanker Airlift Control Center, to plan and source VDOC forces for war, contingencies, and exercises. Assist in coordinating facilities, transportation, communication, and logistical assets to support and sustain deployed COMCAM forces.

5.2.2.5. Provide COMCAM requirements to HQ AMC/SCYT, 203 W Losey St, Bldg 1700, Rm 3600, Scott AFB IL 62225-5223 as required to develop the annual COMCAM Exercise Support Plan. Include requirements to exercise COMCAM forces to refine operational procedures and meet defined objectives.

5.2.3. HQ AMC:

5.2.3.1. Establish readily deployable and adaptive COMCAM force packages that may operate as independent units or be integrated into a JTF. Ensure that COMCAM force packages have UTCs registered in the Air Force Worldwide UTC Availability System to meet the full spectrum of requirements of the Unified Combatant Commands during exercises, contingencies, and wartime operations.

5.2.3.2. Coordinates COMCAM requirements under the AEF.

5.2.3.3. Provides primary Air Force WSV theater support to the air component commanders.

5.2.3.4. Maintains a deployable theater support UTC to manage WSV requirements above the aviation wing level. This includes the gathering, digitizing, editing, copying, and distribution of WSV images from combat aviation squadrons for operational analysis, bomb damage assessment, collateral intelligence, training, historical, public affairs, and other needs.

5.2.3.5. Sets combat training standards and develops programs for all USAF active and reserve COMCAM personnel (includes both formal classroom and field readiness training).

5.2.3.6. Coordinates with appropriate MAJCOM and air component personnel in order to meet COMCAM needs in war, operations, and concept plans.

5.2.3.7. Provides the Air Force's primary COMCAM capability and assists air component and joint commands with deliberate and crisis action planning for USAF's COMCAM assets.

5.2.3.8. Provides component and theater commands COMCAM planning assistance and expertise for contingencies, humanitarian actions, exercises, and combat operations.

5.2.3.9. Acts as MEFPAK manager for COMCAM UTCs.

5.2.3.10. Funds HQ AMC COMCAM personnel, equipment, and supplies for contingency or wartime deployments. (The requester funds temporary duty and supply costs for planned events, such as non-JCS exercises and competitions.)

5.2.3.11. Through coordination with Air Component Functional Managers, develops and monitors the annual Air Force-wide COMCAM Exercise Support Plan for the Air Staff, with assistance from air components and supporting MAJCOMs.

5.2.3.12. Ensures availability of aircrew qualified (9D) COMCAM personnel to support operational requirements.

5.2.4. MAJCOM Multimedia Managers:

5.2.4.1. Plan and set policy for documenting in-garrison and deployed wing-level activities of operational, historical, public affairs, or other significance within their commands.

5.2.4.2. Train and equip VDOC forces to document war, contingencies, major events, Air Force and joint exercises, and weapons tests, as appropriate.

5.2.4.3. HQ ACC Command Multimedia Manager sets WSV aviation wing level training standards (see AFI 33-132).

5.2.4.4. Ensure COMCAM and BMC forces meet their wartime tasking and identify and resolve deficiencies. Refer significant deficiencies, problems, and proposed resolutions to HQ USAF/ILCOO.

5.2.4.5. Allow documentation of significant Air Force activities and events, regardless of their sensitivity or classification. Protect materials as the supported command directs. Safeguard classified images or handle them according to DoD Directive 5200.1, *DoD Information Security Program*, and AFI 31-401. The authority in charge of the event or operation approves documentation distribution.

5.2.4.6. Update UTC availability in MAJCOM information systems.

5.2.4.7. Ensure units with UTCs are reported through Status of Resources and Training System (SORTS), and have a valid Designed Operational Capability (DOC) statement.

5.2.4.8. Develop and oversee measurements, such as operational readiness inspection criteria, to evaluate MM force readiness at DOC-tasked units.

5.3. Combat Camera Operations .

5.3.1. The mission of Combat Camera is to provide the SECDEF, the Chairman of the Joint Chiefs of Staff (CJCS), the Military Departments (MILDEPS), and the Unified Combatant Commands with a directed imagery capability in support of operations and planning requirements during worldwide crises, contingencies, exercise and wartime operations. The supported unified command or joint task force commander, through the air component commander (A-3), controls Air Force COMCAM forces in a joint environment. At the joint-level, COMCAM falls under the operational control of the J-3, consistent with DoD policy, unless otherwise directed by the joint task force commander. Air Force

COMCAM and MM support for joint operations will be proportionate to USAF combat force partici-pation. In airlift operations, HQ AMC may be the supported command, and AMC COMCAM forces may report exclusively to the director of air mobility forces.

5.3.2. During contingencies, exercises, and other operations, the Air Force provides its share of Uni-fied Command headquarters COMCAM and MM services.

5.3.3. COMCAM and MM forces take part in Air Force and joint exercises to test procedures and overall readiness. These forces also provide products to command, operations, public affairs, histori-cal, and other key customers.

5.3.4. Sourcing COMCAM forces (see AFMAN 10-401, Volume 1 for specific procedures).

5.3.4.1. When VDOC support is required, the customer should consider the scope and particular requirements of the task or contingency. Installation MM units will provide services exclusive to the supported wing, whereas COMCAM teams offer support at the theater-level for major regional conflicts or operations other than war.

5.3.4.2. Supported commands task and employ COMCAM forces during crisis situations, planned and contingency operations, humanitarian relief efforts, and joint exercises. Ensure that combat camera personnel participate in exercises under a scenario from a Mission-Essential Task Listing.

5.4. Shipping or Transmitting Visual Documentation Images .

5.4.1. COMCAM and Deployed Multimedia Imagery.

5.4.1.1. Still Imagery.

5.4.1.1.1. COMCAM and deployed multimedia personnel shall expeditiously process and transmit still imagery with captions to the Joint Combat Camera Center (JCCC), Room 5A518, Pentagon, Washington DC 20330-3000. In the event of failure of the JCCC server, send imagery to Bolling AFB DC file transfer protocol (FTP) Server according to the proce-dures detailed in **Chapter 6** and **Attachment 8**. The Bolling AFB FTP server automatically sends imagery directly to the JCCC, Image Express and the Air Force Image Accessioning Center (AFIAC).

5.4.1.1.2. The JCCC serves as the central DoD reception and distribution point for current COMCAM and deployed multimedia imagery. The JCCC makes such imagery available to the SECDEF, the CJCS, the MILDEPS, the Unified Combatant Commands, the Defense Agen-cies, and the other DoD components.

5.4.1.1.3. Image Express is the function operated by Secretary of the Air Force, Public Affairs (SAF/PA) that processes and then sends images to the news media and members of SAF and Air Staff.

5.4.1.1.4. The AFIAC, 11 CS/SCUA, 200 McChord Street, Room 102, Bolling AFB DC 20332-0403, is responsible for receiving, screening, processing and sending images to the records center managed by DVIC.

5.4.1.1.5. If electronic transmission isn't possible, send COMCAM still images to the DoD JCCC, Room 5A518, Pentagon, Washington DC 20330-3000, by the fastest means possible, following the approval procedures that on-scene and theater commanders set.

5.4.1.2. Motion Imagery.

5.4.1.2.1. COMCAM and deployed multimedia personnel shall expeditiously process and transmit motion imagery with captions directly to JCCC.

5.4.1.2.2. If electronic transmission is possible, send COMCAM and deployed multimedia motion imagery directly to the JCCC by the fastest means possible, following the approval procedures that on-scene and theater commanders set.

5.4.2. Base Multimedia Center Imagery.

5.4.2.1. Such imagery may consist of home station resources departing to or arriving from deployments, high-visibility transient missions, etc. After clearance by local authorities, send significant non-COMCAM images to the Bolling AFB FTP Server according to the procedures detailed in **Chapter 6**.

5.4.3. Clearly identify all imagery with slates, and captions.

5.5. Planning and Requesting Combat Documentation .

5.5.1. Planned Combat Documentation. Air Components identify documentation needs as early as possible in OPLANs, CONPLANs, and OPORDs. Task requirements through the Deliberate Crisis Action Planning & Execution System. HQ AMC will consolidate and coordinate activities with participating units. Include the contact for planning and support. COMCAM and MM assets are loaded within each AEF library to provide steady-state and contingency response capability.

5.5.2. MAJCOMs may request COMCAM documentation from HQ AMC. Requirements should flow through appropriate tasking authority at HQ AMC CSS/TACV.

5.5.3. Humanitarian, Disaster Relief, and Contingencies. Theater commanders normally task the supporting component through the Joint Operation Planning and Execution System, that-in turn, requests support from HQ AMC. HQ USAF cannot directly task HQ AMC to document humanitarian, disaster relief, or contingency activities if it does not receive other taskings.

5.6. Readiness Reporting . All Air Force units assigned a DOC statement report readiness status through the SORTS process. See AFI 10-201, *Status of Resources and Training System,* for specific information and reporting criteria.

5.7. AEF Reporting Tool (ART). All units assigned AEF UTC taskings must report their status using the AEF ART, according to AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*.

Chapter 6

RECORDS LIFE-CYCLE MANAGEMENT PROGRAM

6.1. Archival Policy . According to 44 U.S.C., Chapter 31, *Records Management by Federal Agencies*, the Air Force gathers, accessions, maintains and archives MM record material. Because MM recordings produce a valuable and irreplaceable account of Air Force activities, personnel must properly archive and preserve these records.

6.2. Multimedia Records Materials .

6.2.1. Consider MM still and motion camera originals or designated masters on these subjects as record materials:

6.2.1.1. Air Force participation in combat, contingencies, humanitarian relief, and civic activities. This includes related deployments, preparatory activities, subsequent results, and follow-on activities as well as the actual combat, contingency, relief, and civic activity event themselves.

6.2.1.2. Significant special projects, exercises, and test activities in all phases of RDT&E, and operational test and evaluation activities. This may include representative high speed motion picture instrumentation photography and video recordings showing a significant point in development (i.e., a missile's first launching or an aircraft's first flight).

6.2.1.3. Air Force military and civilian personnel at work, both at their normal base and in the field.

6.2.1.4. Significant command activities, personalities, and events of general interest.

6.2.1.5. Military construction.

6.2.1.6. Combat Service Support activities.

6.2.1.7. File imagery of Air Force aircraft, weaponry, installations, and equipment.

6.2.1.8. Air Force MM productions.

6.3. Public Clearance .

6.3.1. Only SAF/PA clears and releases Air Force materials for use outside DoD, according to AFI 35-101, *Public Affairs Policies and Procedures*.

6.3.2. SAF/LL arranges the release of MM material through SAF/PA when a member of Congress asks for them for official use.

6.3.3. HQ USAF/CVAII or, in some cases, the MAJCOM Foreign Disclosure Office, must authorize release of classified and unclassified materials to foreign governments and international organizations or their representatives.

6.3.4. Whenever possible, clear all images for public release through the originating public affairs office. The caption sheet must indicate the status of clearance, and if cleared, who performed the clearance. For those images that cannot be cleared for public release you must stipulate either in the caption or in a separate memorandum that the image cannot be cleared for public release and cite the authority.

6.4. Responsibilities .

6.4.1. MAJCOM Multimedia Managers ensure record MM materials produced within their command are identified, collected, and submitted according to this instruction. This includes in-house or contractor activities.

6.4.2. BMMs set up local procedures to identify, gather, and submit significant MM material that may have record value. The BMM works with representatives from operations, history, public affairs, and others to identify this material.

6.5. Visual Records Center .

6.5.1. The MM records center used by the Air Force is the DVIC, managed by OASD (PA) AFIS-DVI, at AFIS-DVIC-D, 1363 Z Street, Bldg 2730, March AFB CA 92518-2073.

6.6. Local Collections of Multimedia Material .

6.6.1. To meet recurring local needs, BMMs may collect official Air Force MM material.

6.6.1.1. These collections must not contain original record MM material, except when its subject matter is entirely of local interest or when it is determined by the AFIAC or the DVIC that the material is not of archival value.

6.6.1.2. These must not substitute collections in the DoD records center.

6.6.2. HQ USAF/ILCOO must authorize local retention of original record MM material to meet specific, short-term needs.

6.7. Submitting Multimedia Record Material .

6.7.1. Who Submits. Each Air Force activity originating MM material, either in-house or by contract, is responsible for initially identifying and shipping record material.

6.7.1.1. The BMM oversees this effort at base-level.

6.7.1.2. The COMCAM squadron commanders oversee this effort for those units.

6.7.2. Frequency of Record Material Submission.

6.7.2.1. Transmit electronic still media at least weekly. Immediately transmit images if they represent fast breaking news or contain information that would be of interest Air Force-wide. Electronically submit according to procedures outlined in **Attachment 8**.

6.7.2.2. Send motion media materials to the DVIC within 120 days. Units completing Air Force MM production per **Chapter 4** must send the original materials directly to JVISDA.

6.8. Identifying Multimedia Record Material .

6.8.1. Camera operators slate all still and motion camera originals at the beginning of each roll or electronic frame by using caption cards containing:

6.8.1.1. Classification.

6.8.1.2. Roll/videotape number.

6.8.1.3. Visual Information Record Identification Number (VIRIN).

6.8.1.4. Exercise/Operation/Project Number.

6.8.1.5. Last name, First name of the camera operator.

6.8.1.6. Date (of photography).

6.8.2. A VIRIN identifies each non-production motion media, still media, and other record material medium generated by COMCAM or MM documentation projects. The VIRIN is the life cycle number of each unit of media.

6.8.2.1. The motion media and still records centers use VIRINs to access, store, and retrieve media.

6.8.3. The following example shows how to create a VIRIN:

EXAMPLE:

DATE IMAGE ACQUIRED	SERVICE DESIGNATOR	LAST FOUR OF CAMERA OPERATORS	1ST LETTER OF OPERATORS LAST NAME	NUMBER GENERATED BY ORIGINATOR FORM 001-999
YYMMDD	X	XXXX	X	XXX

NOTE: The VIRIN of the 24th unclassified color still photo negative sent by SRA Joe Dodge would be inscribed with the VIRIN: 951127-F-9617D-024.

6.8.3.1. The first 6 VIRIN numbers represent the date on which the imagery was acquired, or created with the first two numbers equaling the last two numbers of the year; the third and fourth number equal to the numeric sequences of the month; and the fifth and six numbers equaling to the day. Always use a zero in front of single digit dates.

6.8.3.2. The seventh space applies to the services of the image acquirer/originator: F = Air Force; N = Navy; A = Army; M = Marine Corps; G = Coast Guard; J = Joint/Unified/Defense (applies to civilian personnel only, military personnel use your own services designator); C = Coalition forces imagery.

6.8.3.3. The next four spaces represent last four numbers of the acquirer/originators social security number.

6.8.3.4. The 12th space represents the first letter of the acquirer/originators last name.

6.8.3.5. The last three spaces are generated by the originator starting with 001 and going up to 999 for each discrete image. At the start of a new day, the last three numbers would revert back to 001. These numbers are sequenced consecutively.

6.9. Captions . Include captions on all MM material sent to the DVIC. Use the DD Form 2537, **Visual Information Caption Sheet**, to caption motion media material and still photographs that are not subsequently scanned to create digital images. Use International Press Telecommunications Council (IPTC) header fields to caption digital still images. Captions explain the significance of the material depicted (who, what, when, and where) and identify the originating unit and persons pictured who are important to the event.

6.10. Submitting Still Media Material .

6.10.1. Send original still photographic negatives and prints that meet this instruction's criteria to the AFIAC. Whenever possible, scan, digitize and transmit images according to **Attachment 8**.

6.10.1.1. When sending electronic images on disc, include a 4x6 or 5x7 color print for each image created.

6.10.1.2. Transmit still photographic images according to the provisions of **Attachment 8**.

6.10.2. Identify each submitted image with a VIRIN on the widest clear margin of exposed originals on the base side of the negative or on the top of the slide mount, beginning at the left. For 35mm exposures in strips, place the VIRIN on the protective sleeve, and leave the unit sequential number blank. "X" out unusable exposures and write the remaining exposures' individual unit sequential numbers on the protective sleeve. Another method for 35mm negatives is mounting them in standard slide mounts and numbering like 35mm slides.

6.10.3. The AFIAC resides with the 11th Communications Squadron:

6.10.3.1. Receives, screens, and evaluates materials to decide whether they meet accessioning criteria.

6.10.3.2. Identifies particularly significant images with potential for further use by the OASD (PA), SAF/PA, the Air Staff, and other agencies.

6.10.3.3. Keeps material for at least 6 months, for access and marketing.

6.10.3.4. Returns non-selected film and printed materials to the originating unit. Digital non-selects will not be returned.

6.11. Submitting Motion Media Material .

6.11.1. MM functions must send these types of record MM motion media materials directly to the DVIC:

6.11.1.1. Selected documentary materials made up of camera original or designated master Motion Picture (MOPIC) films, audio tapes, videotapes, CD-ROM (MPEG-1 preferred) and DVD (MPEG-2 mandatory). Include a matching print if the MOPIC original is on negative film stock.

6.11.1.2. Motion media materials from completed Air Force productions produced or procured according to **Chapter 4**.

6.11.1.2.1. The edited master (submitted through JVISDA).

6.11.1.2.2. A dub of additional scenes or sequences that meet submission criteria.

6.11.1.2.3. A 1/2-inch Beta or DVC PRO, DVC PRO 50 video copy of the product, final script, original DD Form 1995, production records, captions, talent releases, public and music clearance.

6.11.1.3. The MOPIC and video of RDT&E activity, including high speed optical instrumentation.

6.11.2. MM personnel should always label:

6.11.2.1. All media. Submission will include VIRIN, title, security classification, date recorded, and running time if applicable.

6.11.2.2. Make the front cover of the media container identical to the media label.

6.11.3. Number containers of one subject and media related to that subject and ship in consecutive order.

6.11.3.1. If the shipment is a part of an ongoing project and there are additional shipments, note that on the transmittal documents.

6.11.3.2. Prepare DD Form 1149, **Requisition and Invoice/Shipping Document**, for each shipment and identify separate shipping boxes (for example, 1 of 4, 2 of 4).

6.11.4. Alter original motion media materials only:

6.11.4.1. As needed to produce a film or video during the regular production.

6.11.4.2. To remove poor quality imagery.

6.11.4.3. To remove repetitious coverage of a subject from the same camera angle.

6.11.5. When altering a motion media master, send a print or dub of it along with the edited master. Send motion media materials to DVIC/OM-PA, 1363 Z Street, Bldg. 2730, March AFB CA 92518-1508.

Chapter 7

REQUESTING MULTIMEDIA PRODUCTS

7.1. Exceptions . This chapter does not apply to:

7.1.1. MM materials made for the Air Force Office of Special Investigations for use in an investigation or a counterintelligence report. AFI 90-301, *The Inspector General Complaints*, describes who may use these materials.)

7.1.2. MM materials made during Air Force investigations of aircraft or missile mishaps according to AFI 91-204, *Safety Investigations and Reports* (see AFI 90-301).

7.2. Requests for Multimedia Productions or Materials .

7.2.1. Send requests or inquiries for productions or MM products to DVIC/OM-PA. Include:

7.2.1.1. Descriptions of the images needed, including media format, dates, etc.

7.2.1.2. VIRIN, production, or RDT&E identification numbers, if known.

7.2.1.3. Intended use and purpose of the material.

7.2.1.4. The date needed and a statement of why products are needed on a specific date.

7.3. Selling Multimedia Materials .

7.3.1. Air Force MM activities cannot sell materials.

7.3.2. HQ USAF/ILCOO may approve the loan of copies of original materials for federal government use.

7.3.3. Send requests to buy:

7.3.3.1. Completed, cleared, productions, to the National Technical Information Service/National Audiovisual Center, Audiovisual Services Division, 5285 Port Royal Road, Springfield VA 22161.

7.3.3.2. Non-production motion media and still media to the DVIC. The center may sell other Air Force motion picture and television materials, such as historical and stock footage. When it sells motion media, the DVIC assesses charges, unless paragraph **7.4.** exempts the requesting activity.

7.4. Customers Exempt From Fees . Title III of the 1968 Intergovernmental Cooperation Act exempts some customers from paying for products and loans. This applies if the supplier has sufficient funds and if the exemption does not impair its mission. The requesting agency must certify that the materials are not commercially available. When requests for MM material do not meet exemption criteria, the requesting agency pays the fees. Exempted customers include:

7.4.1. DoD and other government agencies asking for materials for official activities (see DoD Instruction 4000.19, *Interservice, and Intragovernmental Support*, August 9, 1995, and DoD Directive 5040.2).

7.4.2. Members of Congress asking for MM materials for official activities.

7.4.3. DVIC media materials or services furnished according to law or Executive Order.

7.4.4. Federal, state, territorial, county, municipal governments, or their agencies, for activities contributing to an Air Force or DoD objective.

7.4.5. Nonprofit organizations for public health, education, or welfare purposes.

7.4.6. Armed Forces members with a casualty status, their next of kin, or authorized representative, if requested media relates to the member and does not compromise classified information or an accident investigation board's work.

7.4.7. The general public, to help the Armed Forces recruiting program or enhance public understanding of the Armed Forces, when SAF/PA determines that MM materials or services promote the Air Force's best interest.

7.4.8. Incidental or occasional requests for DVIC materials or services, including requests from residents of foreign countries, when fees would be inappropriate. AFMAN 16-101, *International Affairs and Security Assistance Management*, tells how a foreign government may obtain Air Force MM materials.

7.4.9. Legitimate news organizations working on news productions, documentaries, or print products that inform the public on Air Force activities.

7.5. Official Multimedia Product/Material Loans .

7.5.1. Contact the Base Multimedia Manager for assistance in searching DAVIS. Requests for unclassified copies are accepted on-line. Request unclassified and classified copies of current Air Force productions and loans of DoD and other Federal productions from DoD/AFIS, JVISDA, Bldg. 3, Bay 3, 11 Hap Arnold Blvd., Tobyhanna Army Depot PA 18466-5102.

7.5.1.1. For classified products, use your organization's letterhead, identify subject title, PIN, format, and quantity. The organization commander or security manager must approve the request.

7.5.2. Request other MM materials, such as, still images and motion media stock footage, from DVIC/OM-PA.

7.6. Collecting and Controlling Fees .

7.6.1. The DVIC usually collects fees in advance. Exceptions are sales where you cannot determine actual cost until work is completed (e.g., television and motion picture services with per minute or per footage charges).

7.6.2. Customers pay fees, per DoD 7000.14R, Volume 5, with cash, treasury check, certified check, cashier's check, bank draft, or postal money order.

Chapter 8

AERIAL PHOTOGRAPHIC/VIDEO DOCUMENTATION OPERATIONS

8.1. Purpose . DoDD 5040.4 specifies the requirement for airborne qualified COMCAM personnel to document airborne and operational missions. This chapter establishes guidance to ensure the identification of airborne requirements and availability of qualified airborne photographers to support Air Force and DoD operations worldwide. This chapter is written specifically for aerial photographic management, and applies to all 3V0XX AFSC personnel required to perform airborne duties. These duties are to perform photographic or videographic documentation in-flight as part of an authorized aircrew complement according to AFI 65-503 and AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*. No other Air Force Specialty is authorized to perform aerial photographic duties.

8.2. Responsibilities .

8.2.1. HQ USAF/ILCOO ensures the availability of qualified aircrew prefixed 3V0XX personnel to support worldwide COMCAM operations.

8.2.2. HQ AMC/SCYT is designated the executive agent for all aerial documentation issues.

8.2.3. MAJCOMs.

8.2.3.1. Identify and coordinate requirements for aircrew authorizations within their command.

8.2.3.2. Fund all required training and equipment.

8.2.3.3. Coordinate training quotas (i.e., life support and survival school).

8.2.3.4. Process and coordinate requests for aerial documentation support.

8.2.3.5. Appoint aircrew flight examiners to properly manage their aircrew standardization evaluation program according to AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*.

8.2.3.6. Ensure all personnel perform aircrew duties according to the appropriate AFI 11-series.

8.2.3.7. Ensure the development of standardized procedures for airborne duties.

8.2.4. Subordinate Units.

8.2.4.1. Appoint training managers, flight examiners, and instructors to manage their aircrew training program according to AFI 11-202, Volume 1, *Aircrew Training*.

8.2.4.2. Ensure the qualification of aerial photographers/videographers (see paragraph **8.5.**).

8.2.4.3. Ensure only tested and approved photographic/videographic equipment as approved in AS 629 is utilized for aerial documentation.

8.2.4.4. Coordinate host base support for all aircrew requirements.

8.2.4.5. Develop and maintain aerial documentation operating instructions in coordination with local unit of attachment.

8.3. Requesting Aerial Photographic Support .

8.3.1. Coordinate requests for COMCAM aerial documentation support according to paragraph **5.4.**

8.3.2. Request non-COMCAM aerial documentation support through the Base Multimedia Manager (BMM).

8.3.2.1. If local airborne-qualified personnel are not available, or cannot perform/support the request, the BMM sends the request to the MAJCOM Multimedia Manager.

8.3.2.2. MAJCOM Multimedia managers coordinate and request aerial support from the nearest unit possessing qualified personnel within their command.

8.3.3. Use only identified and qualified personnel for aerial documentation missions.

8.4. Coordinating Aircrew Requirements .

8.4.1. Coordinate all AF Form 480, **Aircrew AFSC/Activity Flying Justification** requests for air-crew-prefixed positions through the 3V0XX MAJCOM functional managers, to the Air Force Career Field Manager (HQ USAF/ILCX) In-Turn to HQ USAF/XOOT according to AFI 11-401, *Flight Management*.

8.5. Aircrew Training and Prerequisites .

8.5.1. Personnel identified to perform aircrew duties should receive:

8.5.1.1. A Class III Flying Physical according to AFI 48-123, *Medical Examinations and Standards*.

8.5.1.2. Physiological training according to AFI 11-403, *Aerospace Physiological Training Program*.

8.5.1.3. Survival training according to AFI 36-2209, *Survival and Code of Conduct Training*.

8.5.1.4. Life support and survival equipment training according to AFI 11-301, *Aircrew Life Support (ALS) Program*.

8.5.1.5. Aircraft-specific and egress training according to AFI 11-2 Mission Design Series Specific, Volume 1 (e.g., AFI 11-2C-141V1, C-141 *Aircrew Training*).

8.6. Information Collections, Records, and Forms or Information Management Tools (IMT) .

8.6.1. Information Collections. RCS: HAF-SCM(A)8901 is mandated by this publication. See paragraph **3.3.** for guidance.

8.6.2. Records. Records pertaining to the MIMS are created by this publication (paragraph 1.5.2.7). Retain and dispose of these records according to AFMAN 37-139, Table 33-17, Rules 13 through 15, 31, and 36 through 45, Table 33-18, Rules 4 through 5, Table 33-19, Rules 1 through 32, Table 33-20, Rules 1 through 4, and Table 33-21, Rules 1 through 9. Records pertaining to Photographs (film and digital), motion imagery (film, analog and digital video), transparencies, audio records, and other MM products are created by this publication (paragraph 1.9.6). Retain and dispose of these records according to AFMAN 37-139, all Rules in Tables 33-17 thru 33-21.

8.6.3. Forms or IMTs (Adopted or Prescribed).

8.6.3.1. Adopted Form or IMTs. AF Form 480, **Aircrew AFSC/Active Flying Justification**; AF Form 847, **Recommendation for Change of Publication**; AF Form 3215, **IT/NSS Information Technology/National Security System Requirements Document**; AF Form 601, **Equipment**

Action Request; DD Form 1149, **Requisition and Invoice/Shipping Document**; DD Form 1995, **Visual Information (VI) Production Request and Report**; DD Form 2537, **Visual Information Caption Sheet**; DD Form 2830, **General Talent Release**; DD Form 2831, **General Release Where Talent Fee or Other Remuneration or Recompense Accrues to the Participant**; DD Form 2832, **Release Granting the U.S. Government Permission to Photograph or Otherwise Record the Visual Image or Sound of Private Property**; DD Form 2833, **Release Granting the U.S. Government Permission to Record and Reproduce Program Material Transmitted by Educational or Commercial Broadcast Stations**.

8.6.3.2. Prescribed Forms or IMTs. AF Form 833, **Multimedia Work Order**.

MICHAEL E. ZETTLER,   Lt Gen, USAF
DCS/Installation & Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

The 1968 Intergovernmental Cooperation Act The Paperwork Reduction Act of 1995

5 CFR 2635.704, *Use of Government Property*

5 CFR 2635.705, *Use of Official Time*

10 U.S.C., Part II, Chapter 57, Section 1125, *Recognition for Accomplishments; Award of Trophies*

44 U.S.C., Chapter 31, *Records Management by Federal Agencies*

DoDD 1015.1, *Establishment, Management, and Control of Nonappropriated Fund Instrumentality's*, August 19, 1981, with Change 1

DoDD 5040.2, *Visual Information (VI)*, December 7, 1987, with Changes 1 and 2

DoDD 5040.4, *Joint Combat Camera (COMCAM) Program*, August 13, 2002

DoDD 5040.5, *Alteration of Official DoD Imagery*, August 29, 1995

DoDD 5100.73, *Major Department of Defense Headquarters Activities, May 13, 1999,* with Change 1

DoDD 5200.1, *DoD Information Security Program,* December 13, 1996

DoDI 4000.19, *Interservice,and Intragovermental* Support, August 9, 1995

DoD 7000.14-R, Volume 5, *Dispursing Policies and Procedures*, December 2001

AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*

AFI 10-201, *Status of Resources and Training System*

AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*

AFI 11-2C-141, Volume 1, *C-141 Aircrew Training*

AFI 11-202, Volume 1, *Aircrew Training*

AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*

AFI 11-202, Volume 3, *General Flight Rules*

AFI 11-301, *Aircrew Life Support (ALS) Program*

AFI 11-401, *Flight Management*

AFI 11-402, *Aviation and Parachutists Service, Aeronautical Ratings and Badges*

AFI 11-403, *Aerospace Physiological Training Program*

AFI 23-111, *Management of Government Property in Possession of the Air Force*

AFI 25-201, *Support Agreements Procedures*

AFI 31-401, *Information Security Program Management*

AFI 33-103, *Requirements Development and Processing*

AFI 33-112, *Computer Systems Management*

AFI 33-116, *Long-Haul Telecommunications Management*

AFI 33-132, *Weapons System Video Program*

AFI 33-203, *Emission Security*

AFI 33-211, *Communications Security (COMSEC) User Requirements*

AFI 33-322, *Records Management Program*

AFI 33-360, Volume 2, *Forms Management Program*

AFI 35-101, *Public Affairs Policies and Procedures*

AFI 36-2110, *Assignments*

AFI 36-2201, Volume 1, *Training Development, Delivery, and Evaluation*

AFI 36-2209, *Survival and Code of Conduct Training*

AFI 36-2632, *Official Photographs of Air Force General Officers*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFI 38-101, *Air Force Organization*

AFI 38-203, *Commercial Activities Program*

AFI 48-123, *Medical Examinations and Standards*

AFI 64-101, *Cable Television Systems on Air Force Bases*

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*

AFI 65-503, *US Air Force Cost and Planning Factors*

AFI 65-601, Volume 1, *Budget Guidance and Procedures*

AFI 65-603, *Official Representation Funds—Guidance and Procedures*

AFI 90-301, *Inspector General Complaints*

AFI 91-204, *Safety Investigations and Reports*

AFMAN 10-401, Volume 1, *Operation Plan and Concept Plan Development and Implementation*

AFMAN 16-101, *International Affairs and Security Assistance Management*

AFMAN 37-139, *Records Disposition Schedule*

AS 629, *Multimedia Support*

FTR 1080B-2002, *Video Teleconferencing Services*

FIPS 102, *Guidelines for Computer Security Certification and Accreditation*

Office of Federal Procurement Policy Pamphlet No. 4

Abbreviations and Acronyms

AEF—Aerospace Expeditionary Forces

AFIAC—Air Force Image Accessioning Center

AFIADL—Air Force Institute for Advanced Distributed Learning

AFI—Air Force Instruction

AFIS—American Forces Information Service

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRTS—Armed Forces Radio and Television Service

AFSC—Air Force Specialty Code

ANG—Air National Guard

ART—AEF Reporting Tool

AS—Allowance Standard

ATN—Air Technology Network

AV—Audiovisual

BMC—Base Multimedia Center

BMM—Base Multimedia Manager

C&A—Certification and Accreditation

C4—Command, Control, Communications, and Computers

CAC—Commander's Access Channel

CAP—Component Accessioning Point

CATV—Cable Television

CD-ROM—Compact Disk-Read Only Memory

CJCS—Chairman of the Joint Chiefs of Staff

COI—Community of Interest

COMCAM—Combat Camera

COMSEC—Communications Security

CONPLAN—Concept Plan

CTTA—Certified TEMPEST Technical Authority

DAPS—Defense Automated Printing Services

DAVIS—Defense Automated Visual Information System

DISA—Defense Information Systems Agency

DISN—Defense Information Systems Network

DITIS—Defense Instructional Technology Information System

DL—Distance Learning

DOC—Designed Operational Capability

DoDD—Department of Defense Directive

DRU—Direct Reporting Unit

DVD—Digital Video Disk

DVI—Defense Visual Information

DVIAN—Defense Visual Information Activity Number

DVIC—Defense Visual Information Center

EMSEC—Emission Security

FAC—Functional Account Code

FIPS—Federal Information Processing Standard

FOA—Field Operating Agency

FSC—Federal Stock Class

FTP—File Transfer Protocol

FTS—Federal Telecommunications System

HQ ACC—Headquarters Air Combat Command

HQ AETC—Headquarters Air Educational and Training Command

HQ AFCA—Headquarters Air Force Communications Agency

HQ AFRC—Headquarters Air Force Reserve Command

HQ AFSOC—Headquarters Air Force Special Operations Command

HQ AMC—Headquarters Air Mobility Command

HQ USAF—Headquarters United States Air Force

IPTC—International Press Telecommunications Council

IT/NSS—Information Technology/National Security System Requirements Document

i-TRM—Infostructure Technology Reference Model

ITU-T—International Telecommunications Union – Telecommunications

JCCC—Joint Combat Camera Center

JCS—Joint Chiefs of Staff

JVISDA—Joint Visual Information Services Distribution Activity

JWICS—Joint Worldwide Intelligence Communications System

LAN—Local Area Network

MAJCOM—Major Command

MEP—Multimedia Equipment Plan (Formerly Visual Information Equipment Plan [VIEP])

MEFPAK—Manpower and Equipment Force Package

MILDEPS—Military Departments

MIMS—Multimedia Information Management System

MM—Multimedia

MOPIC—Motion Picture

MWR—Morale, Welfare, and Recreation

NARA—National Archive and Records Administration

OASD—Office of the Assistant Secretary of Defense

OPLAN—Operation Plan

OPORD—Operation Order

OPR—Office of Primary Responsibility

PA—Public Affairs

PAN—Production Approval Number

PIN—Production Identification Number

PPI—Pixels Per Inch

PSA—Public Service Announcement

QAE—Quality Assurance Evaluator

RDT&E—Research, Development, Test, and Evaluation

SAF—Secretary of the Air Force

SECDEF—Secretary of Defense

SME—Subject Matter Expert

SORTS—Status of Resources and Training System

STEM-B—Systems Telecommunications Engineering Manager-Base Level

UCMJ—Uniform Code of Military Justice

USAFE—United States Air Force in Europe

U.S.C.—United States Code

UTC—Unit Type Code

VDOC—Visual Documentation

VIRIN—Visual Information Record Identification Number

VTC—Video Teleconferencing

VTT—Video Teletraining

WSV—Weapons System Video

Terms

Air Force Production—The end product of the production process (refer to MM productions) for MAJCOM or Air Force-wide use that has a life span of more than a year.

Air Technology Network (ATN)—The standard Air Force Video Teletraining network. A satellite-based system that includes uplink broadcast facilities and receives downlink sites at Air Force bases. Provides one-way video and two-way audio transmission. Satellite service is obtained from the FTS 2000 contract.

Audiovisual (AV) Productions—An AV production is distinguished from other visual information productions by the combination of motion media (for example, film, tape, or disk) with sound in a self-contained, complete presentation, developed according to a plan or script for the purpose of conveying information to , or communicating with, an audience.

Base Multimedia Manager (BMM)—The Base Multimedia Manager is the Base Commander's primary functional expert for multimedia products and services. The incumbent serves as the liaison between the Base Commander and clients in developing and delivering cost effective products and services.

Base Multimedia Center (BMC) —The Base Multimedia Service Center supports all installation, base, facility, or site organizations or activities. Typically, BMCs provide graphic arts, photography, and presentation services, both deployed and in-garrison.

Cable Television System—Transmits one or more television programs by modulated radio frequency or other signals through a cable distribution system to standard television or radio receivers.

Combat Camera—(COMCAM) 1. Visual information documentation covering air, sea, and ground actions of the Armed Forces of the United States in combat or combat support operations and in related peacetime training activities such as exercises, war games, and operations. (JP 1-02). 2. Specially equipped and trained personnel employed to respond on short notice to forward operating locations to acquire, process, and transmit still and motion imagery in support of classified and unclassified operations.

Commercial MM Production—A completed MM production, purchased off-the-shelf, from a vendor.

Defense Visual Information Activity Number (DVIAN)—Each Air Force MM activity is authorized by HQ USAF/ILCOO to perform specific functions through issuance of a Defense Visual Information Activity Number. DVIANs are revalidated through HQ AFCA/GCOM every 5 years according to paragraph 1.6.3.

Defense Automated Visual Information System (DAVIS)—The standard DoD automated data processing system that the American Forces Information Service/DefenseVisual Information (AFIS/DVI) Policy Office, manages for MM purposes. The system contains a computerized catalog of MM productions in a database. Information is derived from the DD Forms 1995.

Distance Learning (DL)—The process of providing instruction to students geographically separated from the instructor. DL includes all types of video, computer, and paper-based media used in exportable training and education.

Electronic Imaging—The collection, processing, storage, retrieval and exploitation of images through electronic means. The term includes digital photography, computer generated graphics and video projection.

Graphic Arts—The design, creation, and preparation of two- and three-dimensional visual aid products. Includes illustrations, charts, graphs, posters, and visual materials for brochures, covers, television, motion pictures, printed publications, displays, presentations, and exhibits.

Information Technology/National Security System Requirements Document—This is the official form for documenting information technology and National Security Systems requirements. This was formally the Communications/Computer Systems Requirements Document (CSRD).

Joint-Interest Production—A MM production where two or more DoD organizations share interest, support, and planned use.

Joint MM Services—MM services a DoD military department operates and maintains to support more than one DoD organization. (Also known as Joint Visual Information Services)

Local Production—The end result of the production process (refer to AV productions) used at the local level, base use, and has a life span of less than a year. Examples are simple video segments (stand alone segments that may or may not require editing), unscripted materials/events, capturing of unrehearsed, spontaneous events, off-air recordings (segments recorded off broadcast TV or satellite transmission), and audio recording and editing.

Motion Media—A series of images taken with a motion picture or video camera, which, when viewed, gives the illusion of motion.

Multimedia—Pertaining to the processing and integrated presentation of information in more than one form (for example, video, voice, music, and data).

Multimedia (MM)—Identifies a community of media professionals who create, develop, record, assemble and enhance visual data into meaningful information. MM deals with information consisting of still and motion imagery, audio, graphics and text.

MM Activity—An organizational element or a function within an organization where one or more individuals are functionally classified as using MM, or whose principal responsibility is providing MM services. MM activities include: exposing and processing original photography; recording, distributing, and broadcasting electronically (video and audio); reproducing or acquiring MM products; providing MM services; distributing or preserving MM products; preparing graphic artwork; creating MM aids, models, and displays; providing or managing presentation services or any of these activities.

MM Documentation—Motion media, still photography, and audio recording of technical and non-technical events while they occur, usually not controlled by the recording crew. MM documentation encompasses COMCAM, operational documentation, and technical documentation.

MM Equipment—MM, audiovisual, television and photographic equipment and systems primarily from Federal Stock Classes (FSC) 5820, 5836, and 6700. The Air Force is increasingly integrating photographic and graphic systems with computer equipment from the FSC 7000 series (computer). MM equipment needed to directly support RDT&E is authorized for the Headquarters Air Force Materiel Command. AS 629 authorize other MM equipment. When items that could otherwise be called MM equipment are an integral part of a non-MM system or device (existing or under development), manage them as a part of that non-MM system or device.

Multimedia Equipment Plan—(MEP) – The document that establishes needs for new or replacement MM equipment (FSC 5820, 5836, and 6700) for Air Force-wide audiovisual production and COMCAM documentation missions, and base MM support. Authorized Air Force MM activities (identified by a valid DVIAN and approved by HQ USAF/ILCOO for MEP participation) use the MEP as a primary way to plan for centrally procured COMCAM, video production, photographic, graphic arts, and electronic equipment. It is a master source document used for planning and procuring funds for the MM Program through the Planning, Programming, and Budgeting System. The MEP is a 5 year plan.

MM Facility—A Federally-owned or operated building or a space within a building or ship that houses an approved MM activity. Transportable or portable MM equipment, such as a video recording van or portable MM equipment used in temporary housing, is also a MM facility.

MM Functions—Air Force MM activities that acquire or process original still or motion picture photography; record or transmit (non-broadcast) video, audio, and digital images; reproduce still and motion picture photography; copy and distribute electronic recordings; produce MM products; process WSV images; provide graphic arts, non-engineering drafting, illustration, art work, or other MM products; perform presentation services, conference room scheduling, and script writing, or contract for these products or services; and maintain equipment. Exclude certain activities, products, and equipment from this instruction if they are exclusively used. Certainly products, personnel, or equipment, if used for purposes of this instruction, become reportable MM assets needing justification and approval. They include: (1) Commercial entertainment productions and equipment of a MM nature acquired and distributed by the Army and Air Force Exchange Service. (2) Facilities, services, and products that the AFRTS operates or maintains. (3) Products or productions AFRTS acquire and distribute for exhibition overseas. (4) MM collected solely for reconnaissance, intelligence, criminal and legal investigation, medical diagnosis, and surveillance. (5) MM equipment embedded in training devices, weapons systems, or other integrated systems that operates independently for a non-MM purpose. (6) MM equipment that does not perform a MM function, or MM equipment for RDT&E. (7) MM cryptological operations. (8) Photomechanical reproduction, cartography, X-ray, and microfilm or microfiche production. (9) Command and control information display systems used with weapons systems and in command and control centers. Equipment of a MM nature bought with non-appropriated funds.

MM Management Office—A staff office at a DoD component, MAJCOM, or other management level that ensures compliance with policies and procedures and reviews operations.

MM Personnel—Military and civilian personnel with AFSC 33SX, 3VOXX, and other specialty codes in FAC 32XX and 29XX functions, and civilian personnel in occupational series 1001, 1010, 1020, 1021, 1056, 1060, 1071, or 1084 (except those in positions in FAC 35XX or 2933) are MM personnel. Personnel coded 32XX or directly supporting MM activities (administrative, supply, contract monitors, etc.), are also MM personnel. The Air Force manager for MM personnel resources is HQ USAF/ILC.

MM Records Center—A DoD facility, sometimes specially designed and constructed, for the low-cost and efficient storage and referencing of semicurrent records before disposal.

Performers—People who play dramatic roles, narrate on screen or off screen, pose, or otherwise perform in AV productions.

Production—The process of bringing together separate audio or visual products to develop a self contained, complete presentation that follows a plan or script and conveys information to an audience. The term "production" is also the end product of the production process. MM production refers to all

aspects of the production process, including: procuring, producing, or adopting in-house, contract, or off-the-shelf materials or adapting materials produced by another Federal agency.

Production Files—The written records of each MM production.

Record MM Material—MM records of significant mission and support activities of current interest or historical value to the Air Force.

Reproduction—Copying original MM materials.

Still Photography—The medium for recording still images, including negative and positive images.

Supporting Documentation—Caption data, cover stories, scripts, contracts, supplemental agreements, MM annexes to operational plans, and other information that helps personnel to identify and use the material.

TEMPEST—Short name referring to the investigation, study, and control of compromising emanations from telecommunications and information systems equipment.

Video Teleconferencing (VTC)—A two-way, electronic form of communications that permits two or more people in different locations to engage in face-to-face audio and visual communications for the purpose of conducting meetings, seminars and conferences. A VTC system typically includes a telecommunications system, video compression equipment, and video, audio, and graphics components. DoD VTC equipment must conform to standards in the Corporation for Open Systems International VTC profile that incorporates international standards (i.e., ITU H.320) for VTC.

Video Teletraining (VTT)—An electronic form of communications that uses high quality video, audio and graphics equipment for the purpose of conducting training and education programs for students geographically separated from the instructor. ATN is the Air Force standard VTT network.

VI Production—An older term used to describe a combination of motion media with sound in a self-contained, complete presentation, developed according to a plan or script for conveying information to, or communicating with an audience.

VI Products—An older term used to describe still photography (photographs, transparencies, slides, and filmstrips), audio and video recordings (tape or disc), graphic arts (including computer-generated products), models, and exhibits. VI production is a unique form of VI product usually addressed separately.

VI Records—An older term used to describe MM records in any format, and related written records.

Weapons System Video—Digitized video recordings showing the delivery and impact of ordnance. This differs from reconnaissance imagery in that it records the act of delivery and impact and normally is done by the weapon system delivering the ordnance. Weapons System Video is used primarily for evaluating strike effectiveness and for combat crew training. It is also one of the principal sources of over-the-target documentation in force employments, and may be used for public affairs purposes.

Attachment 2

PRODUCTION REQUEST, APPROVAL, AND ACQUISITION PROCEDURES

A2.1. Production Request and Approval Procedures . Requesters will review the catalog listing of Air Force and DoD productions before asking for a new production. The DAVIS is an electronic catalog of current products. Contact the Base Multimedia Manager (BMM) for assistance in requesting a production. The BMM searches the DAVIS to determine if there is an existing production to satisfy the requester's requirements. If there are no products that meet the requester's need, the BMM will assist in initiating the DD Form 1995 process.

A2.1.1. Use the DD Form 1995 for requesting all local, Air Force and DoD MM Productions. The BMM approves local productions and assigns a PAN. The BMM assists the requester in the preparation of the DD Form 1995. For Air Force and DoD MM productions, the BMM sends the DD Form 1995 to the requester's command MM authority for validation. In turn, the command MM manager sends the form to HQ AFCA/GCOM, 203 West Losey Street, Room 1100, Scott AFB IL 62225-5222 for certification, PIN assignment, and DAVIS entry.

A2.1.2. For productions with estimated direct costs of up to $100,000, contact HQ AFCA/GCOM. For approval in direct costs of more than $100,000, contact HQ USAF/ILCOO for approval. HQ USAF/ILCOO sends these requests to DoD for review.

A2.1.3. HQ AFCA/GCOM certifies that all pre-production approval actions are complete, assigns a PIN, and tasks the appropriate video production activity.

A2.2. DAVIS Subject Search . DAVIS subject search prevents duplication of MM productions.

A2.2.1. The BMM assists the requester in conducting and documenting a search of the DAVIS.

A2.2.2. The BMM will certify in Block 14 of DD Form 1995 that a DAVIS search was accomplished.

A2.2.3. To conduct a DAVIS search, extract all fields from the DAVIS database.

A2.2.4. When a DAVIS search reveals a candidate production, the requester will review the information concerning the product and determine an appropriate course of action.

A2.2.5. These productions are exempt from a DAVIS search:

A2.2.5.1. Classified productions.

A2.2.5.2. Material whose subject matter and use interests only a specific DoD organization or functional area; for example, a training film for an equipment system unique to an organization or a commander's message to personnel.

A2.2.5.3. Local productions.

A2.3. PINs . To obtain a PIN, the MAJCOM Multimedia Manager sends HQ AFCA/GCOM a copy of the approved DD Form 1995, distribution list, estimated use, and target audience.

A2.3.1. HQ AFCA/GCOM assigns all PINs.

A2.4. Production Tasking . HQ AFCA/GCOM:

A2.4.1. After receiving the completed DD Form 1995, HQ AFCA/GCOM telephonically advises the Air Force video production center and unofficially assigns the project. This is based on center workload, equipment/facility/remote capabilities, staff expertise, and center geographic location to the requirement.

A2.4.2. After the Air Force production center verbally accepts the requirement, HQ AFCA/GCOM officially assigns the production to the center by an assignment letter that includes the Title, PIN, requester responsibilities, production center responsibilities, JVISDA responsibilities, and any additional guidance (i.e., make sure public clearance is obtained, if necessary [refer to paragraph **A4.1.**]).

A2.4.3. If production is to be contracted in its entirety, or funding for replication and distribution is necessary, HQ AFCA/GCOM informs the requester by letter how to proceed.

Attachment 3

INSTRUCTIONS FOR REQUESTING APPROVAL OF PRODUCTIONS COSTING MORE THAN $100,000

A3.1. New Productions . Air Force production activities proposing new productions that cost over $100,000 need HQ USAF/ILCOO approval before production begins. Send the following information to HQ AFCA/GCOM for coordination with HQ USAF/ILCOO:

A3.1.1. A letter signed by the MAJCOM multimedia manager explaining and justifying the cost.

A3.1.2. A copy of DD Form 1995 (with pen and ink changes initialed and dated). Include the DAVIS search results and distribution plan.

A3.1.3. Detailed summary of cost estimates, including scripting, associated travel, production, post-production, contract administration, reproduction, and so on. List separately any associated costs not described earlier. Use the format at the end of this attachment as a guide; however, each request may have different cost elements.

A3.1.4. A copy of the script, script outline, or treatment.

A3.2. Productions in Progress . Before production continues, HQ USAF/ILCOO must also approve productions in progress that originally were estimated to cost under $100,000, but now cost over $100,000, or 20 percent more than estimated. Send HQ AFCA/GCOM a letter signed by the MAJCOM Multimedia Manager that explains and justifies which costs in paragraph A3.1. increased. HQ AFCA/ GCOM coordinates this information with HQ USAF/ILCOO.

OVER $100,000 PRODUCTION COST COMPARISON SUMMARY

Original Cost Estimate   **New Cost Estimate**

Direct Material
Tape & Film Stock
Tape Replication & Transfer Direct Labor
Script Costs
Storyboard
Production Staff
Animation
Studio Crew
Outside Talent
Technical Crew
Sets
Miscellaneous Labor
Other Direct Costs
Music
Equipment Rental
Purchases and Services
Miscellaneous
Travel & Subsistence
Total Direct Costs
Indirect Costs
Total Cost   *NOTE:* If necessary, break down elements to give further detail.

Attachment 4

PUBLIC CLEARANCE REQUEST PROCEDURES

A4.1. Requesting Public Clearance . Multimedia centers should seek to obtain public clearance on all products. Public clearance is required when a production is intended for release to the public (anyone outside of DoD). Public clearance includes the authority for public exhibition and sale through the National Technical Information Service/National Audiovisual Center.

A4.1.1. The MM facility keeping the official production file sends public clearance requests to its local PA office.

A4.1.2. Send copies of the following documentation with the request for public clearance:

A4.1.2.1. Approved script (or recorded script if production is complete).

A4.1.2.2. DD Form 1995.

A4.1.2.3. As appropriate, written legal releases.

A4.1.2.3.1. DD Form 2830.

A4.1.2.3.2. DD Form 2831.

A4.1.2.3.3. DD Form 2832.

A4.1.2.3.4. DD Form 2833.

A4.1.2.4. Copyright releases.

A4.1.2.5. Legal review (that the local Judge Advocate General's office conducted to certify that copyright and legal releases are proper).

A4.1.2.6. Completed production.

A4.1.3. Send clearance requirements that, in the local public affairs office's opinion, are too complex for the local clearance authority, through your local PA office to the MAJCOM or SAF/PA for final determination.

Attachment 5

INSTRUCTIONS FOR PREPARING RCS: HAF-SCM(A)8901, MULTIMEDIA EQUIPMENT PLAN (MEP)

A5.1. The MEP . This 5-year programming document is tied to the Future Years Defense Plan. Equipment it identifies is centrally procured depot funded. The MEP enables:

A5.1.1. The MM activity to identify, plan, and organize equipment to meet mission needs.

A5.1.2. HQ USAF/ILCOO to identify, plan, and budget for centrally procured VI equipment. As such the MEP assesses MM needs and priorities and helps allocate funds for needs.

A5.2. Funding Levels . Each execution year, HQ USAF/ILCOO targets equipment and equipment systems identified in the MEP against the funding allocated for that year. If funding falls below needs, then equipment not funded carries over into the next year as validated unfunded needs. HQ USAF/ILCOO uses these unfunded needs to justify additional funding for the next year.

A5.3. Equipment Quality . Make sure equipment requested does not exceed the minimum quality and quantity levels needed to accomplish the task. Most applications require industrial grade equipment.

A5.4. Format . Complete each item of the MEP in **Attachment 6**. Provide clear, concise information.

Attachment 6

**FORMAT FOR PREPARING RCS: HAF-SCM(A)8901, MULTIMEDIA
EQUIPMENT PLAN (MEP)**

(SAMPLE)

A6.1. FY01 MEP Submission .

A6.2. MAJCOM Priority : HQ AMC 01-001, that is, number one priority for Air Mobility Command in
FY 01.

A6.3. Receiving Unit : For example, 1 CTCS, Charleston AFB SC.

A6.4. Unit Mission Description :

A6.4.1. Formal Wartime Mission Tasking: For wartime tasked units, cite only the DOC statement or
other mobility or in-place wartime tasking, for example: HQ AMC/XP DOC Statement 1 Jul 00,
XFMAD.

A6.4.2. Peacetime Combat Readiness Support Mission: Describe how each unit supports combat
readiness training or war operations on station. List customers and describe any specialized support
(such as interactive courseware development), not wartime tasked.

A6.5. Requested Equipment Identification :

MANUFACTURER	DESCRIPTION
(for example: Sony)	(for example. Video Converter)
PART #	NSN
(for example: XYZ-0123)	(self-explanatory)

A6.6. Justification And Impact . Concisely describe the equipment need, and the impact on the unit and
customer if the equipment is not funded.

A6.7. Allowance Standard And/Or Logdet Authorization . Indicate who authorized the requested
equipment. Use the 7-digit code on the unit custodian account/custody receipt listing or in the allowance
standard table. Also enter the information about the requested equipment.

QTY AUTH	QTY ON HAND	QTY TO TURN IN	QTY REQ	UNIT COST	TOTAL COST

Attachment 7

MULTIMEDIA ACTIVITIES

A7.1. Table A7.1. lists the types of MM Activities Authorized.

Table A7.1. Multimedia Activities Authorized.

TYPE	Primary Function	Description	Level of Approval
A	Base Multimedia Center (BMC) (Common Support)	Provides MM support services to all organizations on an installation or within a defined geographical area. Services may include still photography, graphics, video services, MM authoring and production, presentation services and MM equipment maintenance, and may provide support for the Commander's Access Channel. When tasked by competent authority, may be required to support UTC taskings and provide Weapons System Video (WSV) Non-Linear Editing support. Multimedia Services Managers approve MM systems for use by other installation agencies.	HQ USAF/ILCOO
B	Local and Dedicated Multimedia Production	Includes production, reproduction, and local distribution of MM production to support an individual organization or installation. A 3V0X3 must be assigned for local video production.	HQ USAF/ILCOO
C	MM Production	Includes production, reproduction, and distribution of up to 25 copies to support Air Force-wide and DoD requirements for video and MM productions.	HQ USAF/ILCOO
D	Multimedia Productions (Contracting)	Includes contracting for production and reproduction through HQ AFCA/GCOM to the Joint Visual Information Activity contracting office.	HQ USAF/ILCOO
E	MM Records Center	Centrally managed image records center for receiving, processing, storing, and accessioning imagery to NARA	HQ USAF/ILCOO
F	Component Accessioning Point	MM center dedicated to receiving, screening, processing, and accessioning still and motion imagery to the Defense Visual Information Records Center	HQ USAF/ILCOO
G	Combat Camera	Visual documentation (VDOC) covering air, sea, and ground actions of combat, combat support operations, and related peacetime operations. Includes theater-level image asset management of VDOC and WSV server	HQ USAF/ILCOO
H	Technical Documentation	Visual documentation (VDOC) of actual events for evaluation. Includes medical, intelligence, and criminal documentation and optical instrumentation.	HQ USAF/ILCOO

TYPE	Primary Function	Description	Level of Approval
I	Media Distribution Center	A center dedicated to the duplication and distribution of video and MM programs. Includes lifecycle management during the active period of these products. Includes videotape, CD-ROM, and DVD duplication and distribution.	AFIS/DVI
J	Multimedia Management	Provides MM staff functions and management of MM Activities outlined in DoDD 5100.73	HQ USAF/ILCOO
K	Multimedia Support Center (Dedicated)	Provides specified MM support services to a specific organization or organizational element only. Supports no other organizations on the installation.	HQ USAF/ILCOO
L	Video Tele-conferencing	Use of dedicated 3V0X1 personnel to operate (facilitate) a VTC system.	HQ USAF/ILCOO
M	Broadcasting	Includes cable, Video Teletraining Uplink Centers, and other video broadcast services. Does not include AFRTS	HQ USAF/ILCOO

Attachment 8

PROCEDURES FOR ACCESSIONING ELECTRONIC IMAGES INTO THE AIR FORCE STILL PHOTOGRAPHIC ACCESSIONING CENTER

A8.1. What to Submit : Immediately send images meeting accessioning protocol (breaking news, national interest, worldwide military interest and historical imagery) to 11 CS/SCUA using the following FTP server: **vicenter.bolling.af.mil**. A generic login has been established on the system (username = anonymous password = your email account). Before transmitting imagery, place all files into a folder using the following naming convention: **yymmddyourbase** (example 990107bolling). We recommend routine imagery also be sent through this process, although we will still accept imagery through normal distribution channels. **All imagery submitted to 11 CS/SCUA should be cleared for public release by your local PA office.**

A8.2. Digital imaging standards . The following imagery standards guidelines are established. These standards are consistent with Defense Visual Information and Joint Combat Camera requirements for satisfying image quality standards.

A8.2.1. Digital camera images: Do not alter the file size in any way. Don't crop the image. If necessary, rotate the image accordingly.

A8.2.2. Film images (scanned):

A8.2.2.1. Scanner controls: color brightness/contrast: ensure that all color or brightness/contrast options are set at zero or in their default neutral position.

A8.2.2.2. Sharpening: ensure "sharpen" control is off.

A8.2.2.3. Resolution: optimum resolution is 2000 pixels per inch (PPI) - which will result in a 15mb file when cropped to the edges of the image area. Minimum resolution is 1350 PPI - which results in approximately 8mb file when cropped to the edges of the image area. Use your best judgment. If your connection is to a LAN with high bandwidth and moderate saturation, then send the higher resolution file. If your connection is to a 28.8 modem or less then balance your file size with transmission time.

A8.2.2.3.1. Color correction: Do not adjust color on scanned or digital photographs. Until such time as we can profile (certify all systems to a color standard) all monitors, scanners and printers to the International Color Consortium color standards, it would be inappropriate to perform color adjustments of any imagery sent to the Component Accessioning Point (CAP).

A8.2.2.3.2. File type and compression: images **must** be saved as Joint Photographic Experts Group (JPEG) files. JPEG compression will not exceed 15:1.

A8.2.2.3.2.1. For Photoshop, select a value no less than 6 on the sliding scale.

A8.3. The 11CS/SCUA FTP server, worldwide web browsers, and many other software require a three-letter extension at the end of a file yymmdd-x-0000x-000.jpg (virin#.jpg), but do not include the .jpg extension in the VIRIN field in the IPTC header data.

A8.4. Captions . All imagery received must be captioned. Immediately transfer breaking news or other high interest photography or graphic arts products to the CAP via FTP for immediate entry into Image

Express web site. Imagery of this type includes current operational imagery, real world deployment or employment of Air Force weapons systems and personnel, first time use of new weapons systems, and RDT&E. All imagery must be properly captioned. Adobe Photoshop and SCC Photogrid support IPTC header data fields.

A8.5. Obtaining FTP transmission information

A8.5.1. Any FTP software is suitable for uploading files to our Visual Information file server at Bolling AFB DC. Many popular software for Windows are titles such as WinFTP, CuteFTP and LeapFTP. Macintosh users can choose from a wide range as well. However, the most common is Fetch. Both Windows and Macintosh users can use Netscape Navigator 4.x or higher to upload image to the system.

A8.5.2. The **host** FTP name is the same regardless of FTP software. The **user** name is "*anonymous*". The password should be your e-*mail address*. This will help us log the transfers and allow the administrator to track users. The working folders for file uploads should be limited to two folders: **Accessions_Files** and **Image_Express**. Depending on whom the imagery is for, substitute **Accessions_Files** for **Image_Express** in your FTP software for the directory or upload folder.

A8.5.3. Fetch and Netscape Communicator are demonstrated here for illustration purpose only. Please read your owner's manual or help files on your FTP software for information regarding file uploading to a FTP site.

A8.6. FTP using Fetch on the Macintosh .

A8.6.1. Start Fetch.

A8.6.2. Select new selection from the file menu.

A8.6.3. The new connection dialog will be displayed.

A8.6.4. Enter **vicenter.bolling.af.mil** in the **Host**: field.

A8.6.5. The **user ID**: will be **anonymous**.

A8.6.6. Use your **e-mail** address for your **password**.

A8.6.7. Set the Directory to **Accessions_Files or Image_Express**. (please use an underline [_] instead of a space to separate words).

A8.6.8. Once connected you will be in one of above directories or folders.

A8.6.9. Create a folder for your location or base. Example: **Bolling** or **Ramstein**.

A8.6.10. Create a folder for your images using the following format: **yyrmmdd_event (**Example: 990628_change_of_command.)

A8.6.11. Change the "**Automatic**" setting to "**Binary**".

A8.6.12. Select **Put file…** to upload your imagery to your location or base folder.

Figure A8.1. Sample Screen using Fetch.
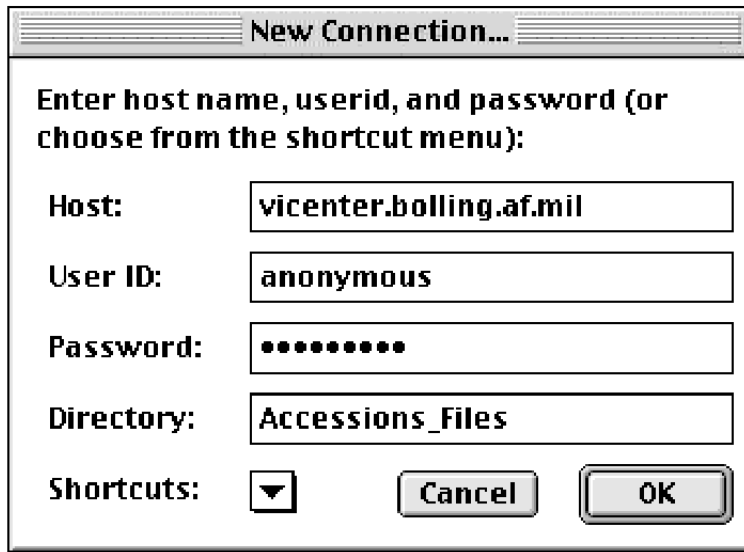
A8.7. Start Netscape .

A8.7.1. To enter the FTP site: Type the URL directly into the location text field: (**ftp://vicenter.bol-ling.af.mil/Image_Express/** or **ftp://vicenter.bolling.af.mil/Accessions_Files/**) as the location in the site command line. Netscape will connect automatically to the server using the Netscape default FTP log-in. Select the "upload…" from the file menu. Navigate around until you find the files or folder you want to upload. (In Windows, make sure the "File of type" is set to "All Files (*.*). The files will be copied to the FTP site and upload will be complete. Quit application to complete the process and to log-off the system.

Figure A8.2. Sample Screen using Netscape.